



**GOVERNMENT OF NIUE
NIUE PUBLIC SERVICE COMMISSION**

JOB DESCRIPTION

Job Title: Police Cadet	
Job Grade: Grade 2	
Division: Niue Police	
Location: Niue Public Service Building	
Reports to: Chief of Police	
Niue Public Service Commission: Date:	Appointee Signature Date:

VISION

“Niue Ke Monuina – A Prosperous Niue”

PURPOSE

Given appropriate mentoring and support, the purpose of the position, Police Cadet is to:

- Learn important aspects of policing both theory and practical with the goal of starting a career in the Niue Police Force;
- Maintain and enhance public safety and welfare through the application and enforcement of Niue laws and regulations as required and applicable;
- Instill a culture of professionalism, performance and continuous improvement, based on commitment to achieving the vision of Niue ke Monuina.

SUMMARY OF THIS POSITION

As a Police Cadet you will be responsible to the Chief of Police to provide the following operational activities of the Police Department;

1. Undertake crime prevention focused patrols, respond to situations, enforce law and maintain public order;
2. Conduct and initiate Police Investigations;
3. Respond to incidents requiring police attention and conduct relevant enquiries;
4. Contribute to the Police objective of ensuring Niue roads are safe for all users;
5. Prepare and manage evidence, victims, witnesses and offenders for court hearings in accordance with Niue laws and organisational policies and procedures;

KEY RESPONSIBILITIES and EXPECTATIONS

Key Job Expectations	Key Tasks/Results/Methods	Outcomes – Why
Citizen Focus Ensure all services, requests and complaints are administered with professionalism and community focused.	Complaints received and addressed in a timely and professional manner in compliance with the requirements of law enforcement and in consultation with the Chief of Police.	Meet citizen satisfaction
Learning and Growth Learn important aspects of policing both theory and practical with the goal of starting a career in the Niue Police Force	Takes opportunities that support and promote programmes and priorities for improving knowledge base within the community.	Effectively manages personal professional performance to ensure public confidence in the police service.
Professionalism Maintained high ethical and moral standards and professionalism at all times.	Enforcement and application of the laws as required in a fair and impartial manner.	Public satisfaction – the public will feel secure, safe and the respect for law and order.
Partnership Develop and maintain sustainable and productive partnerships with the general public regardless of age, position, ethnicity or gender.	Establishes and maintains relationships with the general public including visitors to the island and works effectively as a member of a team in the community.	Teamwork and participation in community and policing activities is maintained and strengthened which will result in the development of a positive organisational image in the community.
Continuous Improvement Look for opportunities to add value to Niue policing and organisational objectives improving public safety and welfare including security of the public properties.	Promotion of public safety.	Increase in quality services and therefore maintained trust and confidence of the community.

SCOPE

	Direct	Indirect
Subordinates	Nil	Nil
Budget Allocation	Nil	Nil

KEY RELATIONSHIPS

Internal	Government	External
Chief of Police All staff within the Police Department	Employees of all levels	Non-Government Organisations (NGO's) Village Councils General Public

PERSONAL SPECIFICATIONS

The appointee ideally should:

- a) Hold a minimum qualification NCEA Level 3;
- b) Be physically fit & medically healthy to perform the duties of policing;
- c) Have the potential to perform well in the position, and learn key aspects of policing both in practice and theory.
- d) Seen as active within the Community with a willingness to help people;

The appointee should also demonstrate:

- a) Strong leadership, people management and communication skills;
- b) Act with integrity and be able to maintain high ethical standards;
- c) The ability to cooperate and work well with others as part of a professional team;
- d) Be well versed in the culture, customs, history and characteristics of Niue and its people;
- e) Demonstrate fluency in both oral and written English and Niuean;
- f) Resilience working in a small government and environment;
- g) The ability to show initiative and be proactive;
- h) The ability and experience to represent Niue at all levels;
- i) Adaptability to public sector structural changes.

ERGONOMIC – OCCUPATIONAL HEALTH AND SAFETY

Regulation 13 of the Niue Public Service Regulations 2004 require the incumbent to familiarize themselves with the Occupational Health and Safety Policy of the Department, and to adhere to these provisions to avoid injury and accidents within the workplace.

The duties herein will often require the incumbent to spend long hours to complete special projects activities sitting and using office equipment including computers and attending lengthy meetings which will cause physical and mental strain and stress. The use of computers may also cause eyestrain, risk of **“Repetitive Strain Syndrome (RSS)”** leading to occasional headaches and stress.

The responsibility is therefore on the incumbent to discuss with their controlling officer on how these issues can be mitigated and recognize when to take a break including the proper use of ones leave entitlement throughout the year.