



## Joan Smith

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### Professional Summary

A capable and resourceful professional committed to professional development in the security sector, and with a robust skill set in the domain acquired from ten years' experience in the Metropolitan Police. Adept in the resource management of personnel to meet proactive and reactive demands in addition to displaying extensive abilities in applying rigorous policies, procedures and legislative requirements within a multitude of situations. Full capacity to liaise with various internal and external stakeholders to support case management and preparatory policing, and displays an extensive aptitude in leading and managing individuals and teams, often within challenging and / or hazardous conditions. Proficient and pragmatic in reviewing requirements to support exceptional security of personnel or facilities and possesses a strong awareness of necessities involved within a successful operation. Astute organiser of associated paperwork, administration, case files and personnel documents and recipient of an array of internal courses from a renowned, leading police force.

### Key Skills & Area of Expertise

- **Strategic Problem Solving and Planning:** Innovative and proactive planner with astute problem solving skills. Able to successfully formulate resource plans to ensure efficient deployment of personnel in accordance with security and policing requirements.
- **Organisation:** Intelligent organiser, able to plan workload and prioritise tasks to resonate with complexity of caseload. Displays excellent multi-tasking skills, regularly drawn upon within current role as Detective Constable for the Metropolitan Police.
- **Team Working:** Effectively able to work as part of a team as well as on own initiative. Possesses a hands-on approach and dedicated to supporting professional development of teams through training, coaching and regular feedback.
- **Communication and Interpersonal Skills:** Commands exceptional people and rapport building skills. Able to resonate with a multitude of situations on the 'field' and capable of leveraging this skill to bring to close any demanding situation.
- **IT and Technical Skills:** Has a good working knowledge of MS Office Suite and displays excellent computer literacy and ability to learn new systems. Familiar with several police research databases as a result of extensive experience and training.
- **Legal Framework:** Ability to recite complex legislative information as a result of excellent retention and well versed in the principles of detention, investigation, arrest and legal proceedings. Extensive experience gained in managing communication channels with legal professionals, including but not limited to Crown Court Judges and Barristers.
- **Personnel Management:** Well-seasoned and professional Manager and Leader with extensive experience in coaching and leading individuals and teams. Adept in applying principles of effective

performance management and able to install motivational initiatives to drive performance and job satisfaction.

### **Professional Achievements**

- **Mentor:** In recognition of experience and leadership abilities seconded as Mentor to new Police Officers. Planned and executed a robust training plan for each Police Officer through organising 'on the job' experience and coaching. Recognised by management and Mentee's alike for displaying exceptional, professional attitude to the cause of policing and situations requiring immediate security.
- **Investigation:** Through extended dedication of personal time became an integral part of a unit of 12 Police Officer's committed to excelling in monthly arrest, investigation and proactive policing targets.
- **Fugitive Arrest:** Under a tight deadline orchestrated the successful arrest of a fugitive through extensive research and deployment of resources (40 Police Officers). Provided subsequent reports and investigative results to legal channels and recognised by various parties for diligent approach to the case.

### **Professional Experience**

#### **06/ 06 2004 - Present Metropolitan Police Substantive Detective Constable**

##### **Outline:**

In my time as a Substantive Detective Constable and since promotion from Probationary constable I have gained diverse exposure in investigative management. From inception of an enquiry to prosecution I have played an integral part in a number of cases demanding complex management, orchestration and input. From organic growth in my career I have utilised a number of skills to ensure effective, tailored project management of resources in addition to becoming a personnel manager capable of leading multi-functional, diverse teams.

##### **Key responsibilities:**

- Consult with a broad spectrum of legal professionals, ranging from Crown Court Judges to Barristers to ensure succinct management of minor and major cases.
- Liaising with Internal Police and Caseworkers and any complainants and ensure the timely dissemination of any communication to support effective caseload management.
- Comprehend and employ complex legal framework where required and practically applying these principles within investigations. Furthermore, providing coaching and guidance to any peers or Police Officers.
- Communicating with external agencies or companies during any investigation and reallocating resources as required to cease any opportunity to gather information.
- Responsible for the effective resource management of Police Officers when required and supporting all activities which promote secure and safe deployment. Maintaining acute awareness of any situation which may infringe on the well-being of personnel.

### **Previous Professional Engagements**

**01/11 2002 – 01/06 2004**

O2 Small to Medium Enterprises Office

Small to medium business advisor

### **Education & Professional Development**

In-House Metropolitan Police

- ELS (Emergency Life Saving) – Renewed twice, annually
- OST (Officer Safety Training)
- Police Research Databases
- Public order training

NEBOSH - NEBOSH General Certificate (In Pursuit)

IT Course College (01/09 1999 – 01/07 2000 - Basic IT

AS Level College (2000 – 2001) - Business Studies

GCSE Secondary School (1995 – 2000) - Inc. English / Maths / Science