

## Spotlight on the role: Guidance notes



The objective of this article is to describe your role and to condense information about your responsibilities/focus to inform readers. This article might outline routine and/or exceptional aspects of the role e.g. a deployment. It does not need to cover all aspects of the role but should give readers a flavour.

This article also provides an opportunity to comment on the scope on the role and reflect on how you experienced being in the role. It might also include some ideas/hints and tips for people who might be thinking about taking on the same or a similar role.

You may have your own ideas for content but you could consider the following points (250 words):

- Short description of your role and your current status e.g. are you are still in it? Recently left it? etc.
- What did the role involve? Include tasks as well as other requirements e.g. trained/assessed skills, registration
- What personal attributes did you need or develop in the role? e.g. an eye for detail, being tenacious, fitness
- What pieces of advice would you give to someone considering applying or moving into that role?
- What happened/what was your role?

## General writing hints and tips

Write in your own style. We want articles to be written in your 'voice'.

- 1) Use plain English and avoid jargon and local or force specific acronyms. If you do use a well- established, nationally recognised acronym, put it in full when you first use it with the shortened version in brackets afterwards. From that point on use the acronym.
- 2) Be clear about the problem or policing area you are describing. This might be well understood in your area of policing but might be unknown by other officers and staff who are not familiar with your role or geographic region.
- 3) Be specific about what you would like to do to address the problem. Include practical details rather than high level priorities or business requirements.
- 4) Avoid any information which could identify incidents or cases.
- 5) If you refer to research or statistics, try to state your source (briefly). You could also add a link in the text or add a reference at the end of your article.
- 6) Articles should normally identify you and your police force/agency as the contributor unless there is an operational issue or a personal requirement to the contrary.