

Job Title: Safety Camera Operator	
Job Evaluation Number	2420019

JOB DESCRIPTION

Job Title: Safety Camera Operator	Location: Various (see advert)
Job Family: Operational Support	Role Profile Title: BB2 Police Staff
Reports To: Team Leader	Band level: 2E
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Work closely with the other Safety Camera Operators and Road Safety Police Officers to meet with TVP and Local Authority aims and objectives

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:	% time
1. Undertake roadside safety camera enforcement by utilising vehicle based mobile enforcement equipment.	75%
2. Install roadside safety cameras (both fixed and mobile equipment) and traffic census equipment on packaged and selected sites; check, retrieve and rotate such equipment as required by operational policy and project and deal appropriately with the raw data and recording medium produced.	
3. Maintain accurate daily work sheets of activity and supply information for Partnership evaluation/analysis.	10%
4. Assist in site commissioning prior to adoption of camera roadside furniture. Undertake site inspections to ensure continuing compliance to Government requirements and supply proof of such compliance, for example digital photographs of conspicuity, site plans, etc. To confirm on each visit that lawful enforcement can take place at the location, for example that speed signs are present etc.	5%
5. In contested cases, attend Court to give evidence on the operation of the equipment and to produce exhibits.	5%
6. Provide minor maintenance and problem solving service for all the equipment used. Liaise with manufacturers and service engineers for more serious faults/problems.	5%

Additional comments. This is a physically demanding post and requires an ability to be able to lift heavy objects, both to waist height and shoulder height. The working height from the ground of most camera sites is 5', on occasions it may be necessary to use a step-ladder/ladder whilst loading the film cassettes. Knowledge of relevant Health and Safety requirements re installation of equipment and personal safety essential.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

Carry out a minimum of 4 hours/day mobile enforcement in accordance with team targets.

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Load fixed cameras in accordance with Partnership policy.

Attend court as required.

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows:</i>	<i>E/D</i>
1. Good standard of education, including excellent numeracy and literacy skills.	E
2. IT literate including use of spreadsheet and word processing packages.	E
3. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
4. Recent experience of working in a team environment.	E
5. Ability to lift heavy objects, both to waist height and shoulder height.	E
6. Recent experience of dealing with the public.	D
7. Proven experience of giving evidence in court.	D
8. Willingness to learn simple maintenance of equipment skills.	D
Additional comments: *At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	

Problem Solving: All role holders are confronted regularly with problems, they are presented with new or unusual situations, demands or challenges, or something has gone wrong and has to be sorted out.

<i>The problems that have to be dealt with in carrying out this role include:</i>
1. In connection with fault rectification and problem solving on the equipment, will be expected to identify within agreed parameters the occasions when manufacturers or maintenance engineers need to be called in to initiate remedial or service action.
2. Will be expected to deal with confrontational situations, giving court appearances and carrying out enforcement (in house training given).

Planning: Refers to any problems that may be met in planning because of the unpredictability of the workload or the time scales over which plans have to be made.

<i>The role involves the following planning activities:</i>
1. Work with team members on a daily basis to ensure that mobile enforcement targets (no of hours on mobile enforcement sites) are met.
2. Fixed camera loaders – schedule camera loading as per policy according to need.

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Freedom to Act: Describes the scope the role provides to act independently without seeking prior approval from the manager or colleagues.

The degree to which the role provides freedom to act is as follows:

1. To operate cameras in accordance with ACPO and TVP guidelines without recourse to Team Leader.
2. Work out day-to-day schedule to make efficient use of time without recourse to Team Leader.

Interpersonal skills: Describes the ways in which the job relates to people and uses interpersonal skills.

The role involves exercising interpersonal skills as follows:

1. Police Officers and Staff regarding use of survey equipment, Speed and Red Light cameras. Manufacturers and suppliers of technical equipment.
2. Visitors to the Unit including demonstrations to Solicitors, Magistrates, Crown Prosecution Service, Highway Authorities, Administrative Support Units including all sections of the media, other Police Forces and members of the public.
3. In particular ASU's CPS and courts in connection with the continuity or procedural queries raised on cases subject of criminal proceedings.

Communicating: Indicates what sort of communications are made in carrying out the role, the format (oral or written), the purpose and frequency and to whom they are addressed.

The role involves communicating to people as follows:

1. Complete accurate written statements of evidence on a daily basis.
2. Contact with members of public on daily basis and court appearances as and when required.
3. Telephone and e-mail contact with internal and external customers on a daily basis.