

Job Title: CTPOR Operational Support	
Job Evaluation Number	B703

## JOB DESCRIPTION

<b>Job Title:</b> CTPOR Operational Support	<b>Location:</b> CTP SE
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> DS CTPOR	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** (working within the Operations Room (CTPOR)), provide direct support to surveillance operations carried out by the CTP SE, and support the administration of the CTPOR through the submission of surveillance product and maintenance of CTPOR processes.

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:**

1. Undertake the role of Surveillance Monitor\* (SvM) (primarily at CTP SE but also on occasion at other locations in the UK dependant on the National CT priorities and tasking), using knowledge, training and judgement to make valued recommendations on possible risks. This involves maintaining communications with the surveillance team on the ground, acting as the conduit for information and intelligence between the Tactical Controller in the CTPOR and the Surveillance Team Leader, updating the CLIO log regarding surveillance activity, support the surveillance deployment though identification and resolution of fast-time intelligence gaps.

2. Initial production, final completion, storage and submission of the National Security Surveillance Report (NSSR) and Resource and Tactical Summary (RaTS) for each surveillance deployment (these are the nationally required products of each surveillance deployment and are produced by the SvM's within CTPOR).

3. Operation and administration of the essential computer systems within the CTPOR, which includes provision of systems access, password resets, set up of operations and management of data, the effective and efficient use of CLIO, Convergent Intelligence Platform (CIP), National Asset Tracking, National Image Transfer and CCTV distribution system.

4. Training of non-permanent CTPOR staff and central point of contact for trouble shooting in relation to CTPOR systems and processes.

5. Handling and recording of exhibits and surveillance logs/SMR's within the CTPOR.

6. Management of the relevant communications systems within the CTPOR to ensure effective communication with the ground assigned assets.

**Additional comments.** \*will also be required to undertake the duties of other roles such as Intell Development Officer, Visualisations Officer, Observation Post Monitor and other roles deemed suitable and agreed with Authorised Practice within CTPOR

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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

<b>Further Comments:</b>
The primary aim of the South East Counter Terrorist Surveillance Teams is to conduct covert operations in support of national and regional counter terrorism activity. It is the responsibility of the CTPOR to support these covert deployments.
Provide knowledge and expertise, skills and advice regionally / nationally in line with priorities as set by the lead agency. Be available for deployment at CTPOR's across the National CT Network based on national priorities and tasking.
Attend and contribute to meetings and conferences relating to the continual improvement of CTPOR's regionally / Nationally representing the South East Region. Key involvement in National exercises and training to assist in enhancing and developing the Counter Terrorist network to combat terrorist offences.

#### 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.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Proven ability to demonstrate excellent communication skills, often under pressure, with the ability to negotiate and influence.	E
2. Highest levels of integrity with proven ability to recognise sensitive material and maintain discretion and confidentiality at all times.	E
3. Ability to work in the high pressure environment of a Counter Terrorism Police Operations Room.	E
4. Ability to manage high volumes of information and quickly identify and communicate priorities.	E
5. Ability to be highly flexible in dealing with working shifts/frequent short notice duty changes*.	E
6. Good level of keyboard skills and competent with Microsoft Office suite with general computer literacy. Aptitude to learn to use new systems and equipment.	E
7. Must have capability to travel to different locations across the region 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
8. Recent working knowledge of an operational/surveillance role, along with knowledge of the national glossary.	D
9. Level 1 or 2 National surveillance trained (or equivalent).	D
10. Working knowledge / experience of firearms & surveillance tactics.	D
<b>Additional comments:</b> *The post holder must be able to deploy for extended periods of time away from home anywhere in the UK. These shifts may include nights and weekends and due to the small size of the team, a highly flexible approach is considered essential.	

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\*\*At interview candidates will be asked to confirm their willingness to undergo driving training to enable the use of a police authorised vehicle.

Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.