

Job Title: Ports Liaison Officer	
Job Evaluation Number	C132

## JOB DESCRIPTION

<b>Job Title:</b> Ports Liaison Officer	<b>Location:</b> Gatwick Airport
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Ports Liaison Supervisor	<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:** build and maintain relationships across the local Ports community and to enable the smooth operation of day-to-day work alongside partners and other organisations at local, regional and national level.

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. Represent CT Border Policing at relevant partnership and tactical meetings, providing briefings and acting as point of contact for partners; collating relevant information and delivering back to CT Border management team.
2. Provide co-ordination for decimation of key CT messaging and other supporting information to partners within the Ports community, in relation to CT Priorities, Safeguarding, and Insider Threat by maintaining a network of contacts.
3. Coordinate training for Ports Officers. Maintain training records and identify training needs for Ports Officers to ensure that all staff are able to operate to required standards.
4. Promote intelligence development within the portal community and promote public facing initiatives such as Project CETO, KRAKEN and PEGAUSUS, through effective communication ensuring all agencies are involved appropriately.
5. Manage and provide business assurance for data transfer between PNN and NCIA systems of Ports related data on behalf of CT Border Policing to ensure compliance.
6. Obtain and update performance data in line with national ports performance framework ensuring data is reliable, accurate and irregularities are fully addressed and resolved. Confidently aggregate performance data and work closely with intelligence staff to provide context behind local performance trends to ensure a consistent service across the region.
7. Gather and submit information that has the potential to support law enforcement objectives. Providing a single point of contact for non-urgent incidents which impact the portal community (e.g. businesses, carriers, and partners), in order to identify risk and report back to management staff.
8. Prepare daily briefings, from a range of source material for appropriately modified for dissemination to operational teams, and port partners.

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:**

The post holder will be expected to influence partners to achieve the aims and objectives both of the department and the National Counter Terrorism Strategy, thereby understanding impact factors and parameter for decisions.

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The post will be expected to manage challenge between CT Border Policing and other law enforcement agencies at the port, which could range from facility issues to matters of national security interest. The post holder will have some authority to negotiate to achieve a successful outcome for both parties where appropriate.

The post holder will provide ports-related briefings to senior management, will have regular contact (briefings, intelligence meetings, etc.) with national and regional units including CTPSE, other regional Counter Terrorism Units, NCTPHQ, National Ports Services, National Crime Agency, Border Force, HMRC, Dept. for Work and Pensions, Security Services, airlines, shipping companies, port operations etc.

#### 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><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Experience of working in a security conscious environment with secret and confidential material. Understanding of handling and movement of such documents and able to recognise and deal appropriately with sensitive information.	E
2. Excellent communication skills able to tailor style to meet audience (both verbal and written) and to quickly assimilate information through effective listening.	E
3. Good standard of education or equivalent experience.	E
4. Ability to work with partners collaboratively to effectively find solutions to issues.	E
5. Proven ability to research information and make informed assessments of data obtained.	E
6. A working knowledge of the Microsoft Office suite of applications.	E
7. Ability to identify risks and issues and escalate accordingly.	E
8. Holds a full and current UK / European driving licence and willing to undertake the necessary training to drive departmental vehicles.	E
9. Experience of working in a ports or border operations.	D
10. A genuine interest in current affairs and international politics.	D
<b><i>Additional comments:</i></b> Must have capability to travel on occasion, to different locations across the South East Region and undertake assignments in a timely manner.	