

Job Title: Force Authorities Bureau Advisor	
Job Evaluation Number	B847

## JOB DESCRIPTION

<b>Job Title:</b> Force Authorities Bureau Advisor	<b>Location:</b> Fountain Court, Kidlington
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Force Authorities Bureau Manager	<b>Band level:</b> 3H
<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:** Manage TVP (Thames Valley Police), SEROCU (South East Regional Organised Crime Unit) and CTPSE (Counter Terrorism Policing South East) IPA, RIPA, Police Act and OPT applications in compliance with relevant legislation, current case law and best practice as set by the Investigatory Powers Commissioner, providing dedicated support to the Force Authorising Officers.

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. Manage, RIPA (directed and intrusive surveillance), IPA targeted equipment interference and communications data Police Act in regard to property interferences and OPT applications. Manage expectations, prescribed timescales and engaging with stakeholders, in order to provide dedicated support and advice to the Forces Authorising Officer, including the presentation of relevant applications for approval by ACPO.

2. Support the development/implementation of structures and procedures in regard to performance management, identifying value for money improvements, best practice and opportunities in support of operational delivery and Force/Departmental Business Plans, in order to ensure the Bureau provides a proactive, focused and competent service to TVP, SEROCU, CTPSE, external Forces and Agencies.

3. Ensure the provision of a continuously high standard of operational management and successful completion of authorities as required by the Investigatory Powers Commissioner, Authorising Officers and The Office of Communications Data Authorisations

4. Ensure corporate understanding in regard to the relevant legal/legislative requirements which underpins the functionality of the Force Authorities Bureau.

5. Contribute to systems of recording and filing that will provide an audit trail of integrity and withstand both internal/external scrutiny from Commissioners or Courts, maximising the 'charter' system ensuring its continued development and compliance with legislative changes.

6. Ensure the integrity of TVP, SEROCU and CTPSE prosecutions through ongoing liaison with Disclosure Officers and Crown Prosecution Service by protecting covert methodologies, the presentation of sensitive services and employment of expert forensic witnesses whilst also attending case conferences/court to provide evidence when required.

7. Act as Subject Matter Expert (for Force/Regional training purposes) in respect of covert techniques and the investigation of communication methodology to ensure knowledge and best practice is used across the Force ensuring all actions are legal, efficient and cost effective.

8. Investigate and report all legislative breaches/errors at the hands of TVP, SEROCU and CTPSE in accordance with relevant legislation.

9. Provide assistance to the SEROCU Confidential Unit Communication Data Investigators.

Job Title: Force Authorities Bureau Advisor	
Job Evaluation Number	B847

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 Force Authorities Bureau is an extremely pressurised and busy environment providing 24/7 support to the Force in instances of threat to life and crimes in action.
Strong working knowledge of current and relevant legislation must be maintained at all times. Prepare for and manage the transition of the authorisation process in readiness for the inception of The Office of Communications Data Authorisations (OCDA).
The quality assurance of IPA, RIPA, Police Act and OPT applications prior to presentation to ACPO ranks. Approximately 500 covert authorities, 9,500 communication data authorities, 600 witness statements.
Demands are consistent throughout the year but include regular urgent requests out of hours for high risk situations including suicidal missing persons and other threat to life situations such as kidnaps (approximately 400 per annum).
Ensure all TVP covert activity is undertaken in accordance with legislation and policy.
Assist SIO's in setting investigative strategies in covert activities and the acquisition of communications data.
The provision of services in regard to the Covert Surveillance and Acquisition of Communications Data applications providing strategic and proactive business direction. Identify best value, performance management, standards of operational and evidential delivery and the review of policy/procedures, actively contributing to the departmental business plan.

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. Currently hold or successfully complete the National Accredited Officer training programme within 12 months of appointment to achieve Accredited Officer status (as required by current legislation).	E
2. Proven knowledge and understanding of legislation and its impact on covert investigative methods and communication methods, including telecommunications, email/internet, postal and social networking.	E
3. Excellent written and verbal communications with the ability to communicate at all levels up to and including Chief Constable and Judicial Commissioners.	E
4. Proven ability to prioritise workloads, often within pressured situations, act autonomously and make decisions where the lives of others are at risk.	E
5. Proven experience of using Microsoft Office to a high standards. Willingness to learn and use TVP Systems with the ability to improve and expand upon existing IT use.	E
6. Excellent knowledge of Force covert policies, guidance and procedures.	E
7. Proven ability to prioritise workloads meeting the needs of numerous investigations in accordance with Force priorities.	E

Job Title: Force Authorities Bureau Advisor	
Job Evaluation Number	B847

8. Proven experience of ensuring accuracy reports/documentation that undergo rigorous legal scrutiny.	E
9. Capability to work alone on occasion both in and out of hours*.	E
10. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to provide a 24/7 on call service to urgent operational needs*, where required. 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
11. Good standard of education and/or relevant previous work experience in a similar environment	D
<p><b><u>Additional Comments:</u></b> At interview, candidates will be asked to:</p> <p>*The Force Authorities Bureau provides a 24/7 call out service to cover life at risk and urgent operational needs.</p> <p>** confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle</p>	