

Job Title: Surveillance Planner	
Job Evaluation Number	B342

JOB DESCRIPTION

Job Title: Surveillance Planner	Location: CTPSE
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: DS Surveillance	Band level: 3G
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: Provide planning and support, briefing and logistics to all surveillance operations carried out by the CTPSE (Counter Terrorism Policing South East) as part of the national Counter Terrorism network.

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. Conduct initial planning to include gathering relevant tasking documents and liaison with various intelligence and partner agencies. Obtain the objectives including the relevant authorities (DSA/RIPA). Provide a risk assessment for the surveillance operatives, obtain and recommend tactical advice to avoid the risk of harm to any person, or the risk of compromise, forecast threat assessment of subjects.
2. Reconnoitre and plan surveillance deployments, to include briefing the surveillance teams, firearms teams, and military assets in a professional manner where applicable. Maintain ongoing support for the duration of the operation.
3. Gain the information required for the completion of surveillance briefings and quality check documentation to confirm accuracy. The surveillance briefings can be at a regional or national level. Ensure that all the relevant authorities and risk management measures are in place for the operational team. Manage the information contained within mobile briefing devices, and ensure that all intelligence and imagery is current and accurate.
4. Facilitate repairs, upgrades and procurement of specialist sensitive surveillance equipment to ensure the surveillance operatives can function effectively.
5. Appraise and provide an experienced overview of the planning aspects and suitable tactics of any surveillance operation. Maintain liaison with tasking agents to ensure a continual intelligence flow and ensure regular reviews of deployments to confirm objectives. Support the DI Covert Operations with management and research of performance data. Liaise with our partner agencies and various other CTIU/CTP/Police units both regionally and nationally to seek best practice and share learning.
6. Facilitate the movement of operational vehicles, and prepare technical equipment, obtaining all the required assets and arrangements for the conducting of a successful operation by the team. Support the operational team with logistical operations and deployment of dedicated technical support when required.
7. Provide support within the Counter Terrorist Police Operations Room (CTPOR) including the completion of National Surveillance Summary Reports, image transfer and performing surveillance monitor duties. Provide planning support to the National CT network as planners and within CTPOR's nationally.
8. Work closely with colleagues in Performance and Service Delivery to assist with CTPSE resilience and continuous improvement across CTPSE and the wider CT Network.

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Additional comments. 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.

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

Further Comments:

Provide knowledge and expertise, skills and advice at short notice regionally / nationally in line with priorities as set by the lead agency. There are two Surveillance Planners per team of 17 officers. Due to abstractions and the requirement to be available 24/7 one Planner will tend to have sole responsibility for planning a given operation.

Responsibility for providing 'real time' logistical surveillance support to the surveillance team whilst they are operationally deployed anywhere within the UK and additional daily updates to briefings and debriefs. The post holder will provide an effective out of hours call out service in order to maintain operational continuity. A standby allowance will be payable to recompense for the inconveniences of being regularly available out-side working hours.

Manage equipment related to surveillance operations including Covert Radios, vehicles, IT equipment, imaging and audio recording equipment.

Attend and contribute to national and regional meetings and conferences.

Key involvement in National exercises and training to assist in enhancing and developing the Counter Terrorist network to combat terrorist offences.

Provide specialist support within the Counter Terrorist Police Operations Room (CTPOR) to include image transfer, completion of National Surveillance Summary Reports, conducting the role of Surveillance Monitor and supporting the Operations Room Manager.

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. Recent working knowledge of operational/surveillance planning in a relevant role.	E
2. Proven ability to demonstrate excellent communication skills, often under pressure, with the ability to negotiate and influence. Excellent presentation skills both written and oral in order to formulate and deliver briefings.	E
3. Highest levels of integrity with proven ability to recognise sensitive material and maintain discretion and confidentiality at all times.	E
4. Ability to accurately assess the importance of tasks and prioritise accordingly, managing time effectively and taking personal responsibility. Able to work under pressure and produce accurate work within deadlines.	E
5. Proven experience researching and evaluating information and making concise and accurate assessments and recommendations.	E
6. Ability to work unsupervised and use own initiative to resolve challenging issues. Highly resilient and flexible team player due to nature of role and working hours.	E

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7. Computer literate with experience in the use of generic and bespoke packages. Aptitude to learn to use new systems and equipment.	E
8. Level 1 or 2 National surveillance trained.	D
9. Working knowledge / experience of firearms & surveillance tactics.	D
Additional comments: The post holder must be able to deploy for extended periods of time away from home anywhere in the UK. At interview candidates will be asked to confirm their willingness to undergo: <p style="text-align: center;">Driving training to enable the use of a police authorised vehicle.</p>	

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.

The problems that have to be dealt with in carrying out this role include:

1. The post holder regularly experiences failures by tasking agencies in providing the necessary support and preparation prior to the deployment of the surveillance team. This is resolved by the post holder having to be robust yet diplomatic so as not to place the surveillance team in a potentially compromising situation or damage vital agency relationships.

2. The post holder must at the planning stages secure the provision of necessary equipment such as log books, Surveillance Management Records (SMR), and ensures that enough material is obtained to deliver a quality briefing. Arrange covert briefing locations.

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.

The role involves the following planning activities:

1. Planning of complex surveillance operations with Government Agencies, Military, Police forces and the Counter Terrorism network.

2. Logistical planning to ensure that there is no shortage of vehicles / equipment for any pre-planned or short notice operation.

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. The post holder will work unsupervised for extended periods of time across the region or nationally, often working long and unsociable hours away from home. Work patterns are determined by the nature of the operations they are responsible for planning.

2. The post holder will attend tasking meetings for each operation in order to give an experienced overview / analysis of the planning aspects and suitable tactics of any surveillance operation.

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. When required delegate crucial tasks to various members of the surveillance team.

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2. Ensure that all operations are covered by the relevant surveillance authorities whether originating from Police or Security Service and work with the authorities to ensure the surveillance unit are kept updated on any changes.

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. Face to face meetings with all partners will be necessary to plan operations. Work will come from tasking by the police and national agencies.
2. The covert nature of the job will necessitate considerable discretion in dealing with members of the public.
3. The preparation of reports in relation to equipment acquisition and justification thereof.