

Job Title: Prevent Officer	
Job Evaluation No	B312

JOB DESCRIPTION

Job Title: Prevent Officer	Location: CTP SE
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Prevent Supervisor	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: support the Prevent strand of CONTEST by connecting counterterrorism policing, neighbourhood policing and communities.

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. Working with internal and external partners develop and deliver local Prevent action plans. Work collaboratively with Prevent partners in local authorities, schools; higher and further educational institutions, faith institutions and organisations, the health sector, the prison and probation service to assist with delivery.

2. Through engagement, signpost individuals vulnerable to radicalisation into appropriate support mechanisms, such as Channel and Identify community intervention providers who can provide advice and support to individuals vulnerable to radicalisation.

3. Co-ordinate the delivery of Prevent across the wider policing family, facilitating engagement with neighbourhood policing teams (NPTs), partner organisations, communities and groups to help drive the action plan. Identify and work with key individual networks to engage with on Prevent and advise Independent Advisory Groups or equivalent structures

4. Support front line staff and act as a community contact for any CT consequence management issues. Contribute to neighbourhood mapping within the CT context to help local policing colleagues understand the complex nature of the community at a local level. Gather and disseminate information, including on community tensions relating to CT issues, identifying joint action to address any issues

5. Manage workload through Prevent Case Management (PCM) enquiries, conducting vulnerability assessments; de-brief interviews and delivery of PCM tactics at the direction of the SIO set through regional tasking and managed through the force crime Niche system.

6. Work with partners on community impact assessments of terrorism-related incidents, arrests and policing operations. Work with police and community partners to develop and deliver proactive communications in advance of terrorism-related operations.

7. Contribute to neighbourhood mapping within the CT context to help local policing colleagues understand the complex nature of the community at a local level and to gather and disseminate information, including on community tensions relating to CT issues, identifying joint action to address any issues.

8. Support activity across all four pillars of Contest providing tactical advice to CT SIO's on Prevent options and capability, maintaining daily links with local policing to ensure that all Prevent activity is complimenting other CT activity. On direction of the SIO be deployed to the family of an SOI in order to assess and coordinate PCM activity.

Gateway Prevent Officer (in addition to the above Accountabilities):

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9. Manage and record new referrals – taking Information from all referral sources and interacting with internal partners to de-conflict and record on Prevent Case Management Systems. Act as a point of contact for internal and external enquiries regarding Prevent Case Management. Support Fixed and Flexible Prevent teams with data and information relating to referrals and interact with other CTPSE departments and other outside Partner Agencies.

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:

All activity undertaken should be based on threat, risk and vulnerability across the South East Region. Provide a visible presence and proactively promote trust and confidence within all communities by providing dedicated, accessible and accountable opportunities for engagement which will be tailored to local needs.

Act with the highest standards of discretion and sensitivity when handling information on community security and issues. During their induction they will complete the Prevent Officer Induction Process and will be required to pass Force vetting to a Security Clearance Level 5 in accordance with Force policy. It will be necessary however to attend meetings and events during weekends and evenings as required by the role. Staff will be compensated in line with the terms and conditions of their employment.

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 (essential or desirable):</i>	<i>E/D</i>
1. Good standard of education, with good numeracy and literacy skills including the ability to use Microsoft Outlook, Word, Excel & PowerPoint.	E
2. Excellent interpersonal and communication skills, with the ability to deliver presentations to large groups of people.	E
3. Able to demonstrate a clear understanding of the National Prevent Strategy and of the Counter Terrorism & Securities Act 2015.	E
4. Experience and understanding of working with diverse communities.	E
5. Proven ability to maintain confidentiality and handle sensitive material.	E
6. Proven Experience and understanding of partnership working.	E
7. Ability to travel to different locations across the Thames Valley Police Force and South-East Region.	E
8. Competent user of Force IT and intelligence applications.	D
9. Specialist language skills.	D

Additional comment: 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.