

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: Detective Sergeant, Covert Operations	Band level: 3H
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 which will include gathering relevant tasking documents and liaison with Police and partner agencies. Collate and manage relevant operational risk assessments ensuring accurate and timely updates. Provide appropriate tactical advice in the planning stages of an operation.
2. Conduct operational and administrative tasks to prepare and deliver briefings to Police and partner agencies. Build and maintain relationships with partner agencies to ensure an optimal flow of information. Provide planning support to a national network when required, working on critical deployments, sometimes at short notice and for long periods out of the south-east region / away from home.
3. Gather all appropriate information and intelligence to build and maintain surveillance briefings and quality check documentation to confirm accuracy. Manage all surveillance planning aspects for the entire duration of an operation.
4. Build, foster, and maintain relations with external specialist suppliers. Facilitate repairs, upgrades and procurement of specialist equipment to ensure the operational teams can function effectively. Make cost saving suggestions to Management and both maintain, and establish new business relationships, with external providers / suppliers with a view to achieving best value. Monitor the work of surveillance planners nationally, across agencies, identifying new methods and practices; and develop and implement improvements as appropriate. Build strong working relationships with Partners and other Regional and National teams to maximise the use of best practise to mitigate threat and risk.
5. Plan and prepare communication strategies during surveillance operations.
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. Provide the operational team with logistical support.

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7. Provide support within the Operations Room fulfilling all administrative tasks as directed.
8. Compile data statistics which are used at a National level and locally monitor and evaluate performance.
9. Support the Covert Operations Manager in day to day activities. Monitor the work of Planners both locally and nationally, identifying new methods and practices, develop and implement improvements as appropriate. Build strong working relationships with partner agencies and other Regional/National departments and key stakeholders to mitigate threat and risk, resolving issues through effective liaison and joint working at all levels.

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:
Operational planning can be extremely demanding as surveillance requirements regularly arrive at short notice and require preparation under considerable time pressure. This requires planners to have highly effective communication skills and the ability to liaise with numerous interested stakeholders in a short period of time.
Planners are required to manage the significant demand on finite resources through liaison with key stakeholders. A significant part of the role is to negotiate and plan the resourcing of multiple deployments with a mixture of demands with due regard to timings and priorities.
Surveillance planners are required to undertake weekly liaison with stakeholders in order to provide tactical advice and expertise. Plan and prepare surveillance deployments around national priorities and decisions based on threat and risk. They are required to attend and actively contribute in numerous resourcing meetings balancing competing demands. This requires significant planning and negotiating with numerous parties.
Post holders are required to accept the flexibility required by the role as surveillance deployments can often require regular changes to duty times and lead to protracted working hours, occasionally away from home.
Post holders are required to attend, present, and actively participate in national and regional surveillance meetings and maintain effective relationships with stakeholders from across Policing and other agencies.
Planners are required to support the ongoing professional development of the CT network through the planning and implementation of in-region surveillance team training, as well as actively participate in national training exercises involving national CT Policing and partner agencies.
Planners are responsible for providing 'real time' logistical support to the surveillance team whilst they are deployed anywhere within the UK.
Support other CTP regions during periods of heightened threat, peak demand, or resourcing pressures.

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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. Proven ability to demonstrate excellent communication, organisational, planning and time management skills. Ability to work under pressure, with the ability to negotiate and influence. Excellent presentation skills both written and oral in order to formulate and deliver briefings.	E
2. Highest levels of integrity with proven ability to recognise and handle sensitive material appropriately, and maintain discretion and confidentiality at all times.	E
3. 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
4. Proven experience researching and evaluating information and making concise and accurate assessments and recommendations.	E
5. Ability to work unsupervised and use own initiative to resolve challenging issues often in a fast paced and pressurised environment. Highly resilient and flexible team player due to the nature of role and working hours.	E
6. High level of IT competency with detailed knowledge of Word, Excel, PowerPoint as well as other Police systems and intelligence databases. Ability to adapt to new technology as it evolves.	E
7. Strong interpersonal and communication (written and verbal) skills, and the ability to interact appropriately with staff at all levels of the organisation including partner agencies.	E
8. Successful completion of the National Surveillance Planners Course once in post.	E
9. Experience of working within an intelligence environment.	E
10. Standard response trained Police driver or willingness to undergo the training.	E
11. Level 1 or 2 National surveillance trained.	D
12. Recent working knowledge of operational/surveillance planning in a relevant role.	D
<i>Additional comments:</i> 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 driver training to enable the use of a police authorised vehicle.	