

Job Title: Counter Terrorism Security Advisor (CTSA) Manager	
Job Evaluation Number	B864

JOB DESCRIPTION

Job Title: Counter Terrorism Security Advisor (CTSA) Manager	Location: South East Counter Terrorism Unit
Job Family: Operational Support	Role Profile Title: BB4 Police Staff
Reports To: Regional PROTECT & PREPARE Lead	Band level: 4J
Staff Responsibilities (direct line management of): Counter Terrorism Security Advisors (CTSAs) and Counter Terrorism Awareness Advisors (CTAAs)	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: reduce the vulnerability to / impact of terrorism within the South East by managing and supervising CTSA (Counter Terrorism Security Advisors) and CTAAs (Awareness Advisors), ensuring efficient operational activity, tasking and performance.

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. Supervise, support and develop staff to ensure a balanced skill set for regional resilience. This will include appraisal, attendance management, welfare and implementing professional standards and integrity. Resource demand and ensure resilience by monitoring staff workloads and abstractions, ensuring completion and prioritisation of tasks (National, Regional & Local).
2. Quality assure CTSA surveys and reports to ensure they meet national standards and that HSS site owners/operators comply with their relevant statutory obligations regarding the security of hazardous material; liaising with licensing authorities where appropriate (**Manager must be an accredited CTSA for this process**).
3. Quality assure records, including Management Information Returns (MIR) for CT performance, or records of activity at sites, for accuracy and timely completion. Challenge performance if appropriate.
4. Quality assure CT awareness delivery to ensure national standards and consistency.
5. Provide specialist advice to operational commanders regarding local or specific vulnerabilities in the event of an increase in the UK threat levels and/or a confirmed or suspected terrorist incident.
6. Represent PROTECT & PREPARE lead, local Forces, Region or CTSA network in relation to CTSA and CT protective security matters.
7. Maintain competence as a CTSA including completion of accreditation, a good working knowledge of role specific legislative procedures, national policy and tactical options to advise internal and external stakeholders. Maintain knowledge of groups, attack methodologies and current affairs relating to terrorism and extremism.

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 modular training regime to obtain occupational competence as a CTSA is unlikely to be completed within less than two years.

The post holder will liaise with key stakeholders to maximise service delivery. Stakeholders will include Commerce, Industry, Government and internal and external partners.

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CTSA are tasked nationally by NaCTSO, on behalf of National CT Policing Headquarters (NCTP – HQ) to reduce the vulnerability to and the impact of terrorism in the UK. This involves protecting the UK’s most vulnerable and valuable sites and assets by providing counter terrorism protective security advice and enhancing the UK’s resilience to terrorist attack. CTSA Managers have the responsibility of managing and allocating resources in response to this tasking process. CTSA CT protective security advice is vital in not only reducing vulnerability to an attack but also for minimising the impact of such an attack if it occurred.

Hazardous Sites include those holding pathogens, toxins and sealed radiological sources. New sites require a number of visits, meetings with the management team, a detailed security survey and an extensive report by the CTSA for certification. Each existing site requires at least one visit annually to confirm compliance with regulatory requirements. CTSA Managers are responsible for supporting and quality assuring these activities.

There are a significant number of CNI sites and enhanced reservoirs which require similar attention to Hazardous Sites and overview by the CTSA Managers.

Crowded Places are another Central Government priority for CTAs and require detailed risk assessment and CT input to develop and implement action plans with site directors to reduce vulnerability; Managers are responsible for quality assuring these activities. Crowded Place sectors include; Shopping Centres, Stadia & Arenas, Bars & Nightclubs, Visitor Attractions, Theatres & Cinemas, Hotels & Restaurants, Places of Worship

It is anticipated that CTSA involvement in new builds to include CT mitigation measures during the planning process and beyond; again this activity is managed and supported by CTSA Managers.

The responsibility carried by CTSA Manager and the risk they manage cannot be overstated. One only look has to at the implications of the spread of a pathogen such as foot and mouth disease in 2001 which cost the UK eight billion pounds. The human and financial impact of a terrorist attack on a crowded place in the South East would be enormous locally and nationally.

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. Education to ‘A’ level (or equivalent), or with substantial, proven and well evidenced experience of working within a protective security environment; coupled with demonstrable experience in counter terrorism or intelligence.	E
2. Good team working skills with the ability to delegate and motivate staff through coaching and mentoring.	E
3. Can demonstrate an understanding of the threat from, and current affairs in, terrorism and extremism, current terrorist methodology and the police response to those threats.	E
4. Proven experience of problem solving coupled with sound judgement/decision making and the ability to assimilate and assess large volumes of information to assist in that process often within tight time constraints. Proven ability to take personal responsibility for own actions and for resolving issues or problems that arise, being focused on achieving results to required standards.	E
5. Excellent communication skills, both written and oral, as they will be required to negotiate with and influence at senior management/director level both internally and externally, in particular commercial customers, partnership agencies and other	E

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stakeholders. Must be discreet, tactful, diplomatic and sensitive to issues raised, or apparent, and be able to project confidence in their handling of them.	
6. Ability to manage risk to produce well reasoned accurate, appropriate, proportionate and comprehensive survey reports and threat assessments in relation to the security of hazardous materials.	E
7. Flexibility to adapt to changing demands, and to deal with several complex issues simultaneously; demonstrating their proficiency in time management and the ability to prioritise and manage their work efficiently. Flexibility to facilitate cross-Force (Regional) supervision, attendance at sites and events in connection with core business and flexible approach to working hours.	E
8. Proven, confident public speaker with the presence and credibility to deliver and facilitate both nationally and locally developed CT awareness products to large and varied audiences.	E
9. Computer literate, particularly with Microsoft Windows Office applications and must be willing to undertake and successfully complete training in bespoke systems.	E
10. Proven experience of working within a training environment / project management/ Business Continuity and Resilience Crime prevention / Architectural Design, Planning or engineering relevant to core business	D
<p><u>Additional Comments:</u> Must have: ● capability to travel to different locations across the Force and Region and undertake assignments in a timely manner.</p>	