

Job Title: CTPSE Nominal Management Coordinator	
Job Evaluation Number	C351

JOB DESCRIPTION

Job Title: CTPSE Nominal Management Coordinator	Location: CTP SE
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Nominal Management Manager (CTPSE Detective Inspector)	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: Ensure compliance, logistical planning and coordination of nominal management (NM) functions in support of the regional response. Enable early intervention with convicted terrorists and others of counter terrorism (CT) interest to inform desistance planning in line with organisational learning drawn from national reviews following recent terrorist attacks.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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. Collate, analyse, coordinate and disseminate data from the Joint Counter Terrorism Prison and Probation Hub (JCTPPH) to inform risk management activity and ensure all multi agency information is shared in line with statutory protocols across the South East region.
2. Collate and conduct detailed quality assurance of National nominal headcount and long term assurance, de-conflicting inconsistencies between regional and national list and correct data sets to JCTPPH.
3. Responsible for compliance with data recording policies within relevant IT systems ensuring records are updated to prevent duplication and are current, accurate and available for effective nominal management
4. Collaborate with the National Performance / Nominal Management Data Analyst and contribute to development and maintenance of the Performance Management Framework in order to establish the National Offender Management Systems Targets.
5. Co-ordinate and provide support to the Nominal Management Leads and Managers producing agendas, reports, briefings etc. for the smooth running of NM meetings, recording key actions and holding chairs to account for delivery of actions within agreed timescales.
6. Collate external correspondence and act as primary point of contact for all partner agencies and force offender management units across the South East for nominal management, ensuring data protection and compliance with information sharing protocols outlined in National CT Nominal Management Manual of Guidance.
7. Create and maintain an engagement tracker ensuring regular contact is planned and undertaken by nominal managers, and timely updates submitted and recorded. To present performance data at national and regional level.
8. Provide oversight to the mapping of civil orders and reoffending pathways ensuring timely applications and partnership awareness to improve the management of nominals.

Job Title: CTPSE Nominal Management Coordinator	
Job Evaluation Number	C351

c. **DIMENSIONS:** Include matters such 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 post holder will be responsible for Nominal Management data handling and sharing between Community Pathfinder, Prison Pathfinder, MAESEM, and act as the single point of contact for all MAC enquiries.
A training pathway for this role outlined in the National NM Manual of Guidance and will include CT Induction, Introduction to CT Network, Insight to CT Investigations, Nominal Management course. The post holder will also be required to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.
Meetings preparation and attendance will be required at the Regional NM TTCG and Regional NM Consistency meetings.

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.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Excellent coordination and organisational skills, being able to allocate and prioritise work effectively, ensuring efficiency in the use of resources presented to senior management at a number of key tasking meetings.	E
2. Good IT skills with detailed knowledge of Word, Excel, PowerPoint. Ability and desire to use further IT systems (such as National Common Intelligence Application (NCIA)) and new technology as the role evolves.	E
3. Demonstrate confidentiality and high standards of integrity at all times, and strict compliance with legislation, code of practice. Proven ability to work in situations demanding the utmost sensitivity and confidentiality.	E
4. Proven ability to work effectively under high levels of pressure, to tight deadlines and in a highly organised manner.	E
5. Proven ability to analyse complex information and extract key information contributing to performance to drive the business forward.	E
6. High level of interpersonal and communication (written and verbal) skills and a proven ability to communicate information effectively to various stakeholders including: Regional and Partner's Agencies and presenting to Senior Management.	E
7. Hold a full driving licence and be prepared to travel across the South East Region when required. Working hours and level of flexibility are specific to each role and will be discussed at interview.	E
8. Understanding of policing in a highly sensitive and discrete operating environment	D
9. Knowledge of Counter Terrorism and Offender management landscape	D
Additional comments: Post holder may be required from time to time to work flexible hours to suit operational requirements. Willingness and ability to work at different locations on occasions.	