

Job Title: Coordination and Tasking Officer	
Job Evaluation Number	B373



**COUNTER  
TERRORISM  
POLICING**  
SOUTH EAST



## JOB DESCRIPTION

<b>Job Title:</b> Co-ordination and Tasking Officer (CATO)	<b>Location:</b> CTP SE
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> DI Intelligence Manager (CTP SE)	<b>Band level:</b> 3H
<b>Staff Responsibilities (direct line management of):</b> Tasking Coordinator	

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

**The overall purpose of the role is to:** Provide logistical, planning and administrative functions in support of SECTU.

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. Responsibility for negotiating with internal and external partners in the management of the Counter Terrorism Policing South East (CTP SE), South West Counter Terrorism Intelligence Unit (CTiU) and Eastern CTiU weekly covert surveillance planning meeting, ensuring that there is de-confliction of deployments whilst fulfilling operational tasking requirements set by Partners (Security Service) and Senior Investigating Officers (SIO's). Negotiate with Regional Covert Managers and direct surveillance deployments in line with the operational demand of the lead Regional Covert Manager for the Southern Surveillance (SV) Teams. Publish and disseminate regional grids which reflect the initial surveillance tasking and manage any subsequent amendments. Ensure that supporting Counter Terrorism Police Operation Room's (CTPOR) and Research & Analysis staff are aware of the intended deployments and any subsequent amendments for the four SV Teams across the South. Work closely with National Counter Terrorism Police Operations Centre (NCTPOC) Mobilisation Desk as the single point of contact for all SV deployments and any re-deployments in line with national priorities.

2. Manage all requests for South East region CT assets (Forensic, Media Viewing, Investigative etc) within the National CT Network, as well as ensuring that the objectives and time scales are met as dictated by NCTPOC Mobilisation Desk. Facilitate and enable, through negotiation with departmental heads, deployment of CT assets both regionally and Nationally. Ensure CTP SE Senior Leadership Team (SLT) are kept informed of all resource requests and deployments, highlighting and resolving any issues which could impact on operational effectiveness.

3. In consultation with appropriate managers, calculate and forecast budget expenditure for overtime, and prepare and submit to NCTPOC effective operational funding bids on behalf of CTP SE. Appraise CTP SE Business Support of NCTPOC authorisation (signed funding bid) and identify discrepancies, determine resolutions and maintain budgetary control.

4. Compile significant information from a wide range of sources in order to author and publish the Weekly Secret Meeting Return for the Home Secretaries Briefing, ensuring the strict deadlines

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are met and reports are disseminated to SLT within CTP SE and NCTPOC Briefing Desk.

5. Plan all on-call commitments for CTP SE (Intelligence DS / Intel managers; CTSIO; alarm on-call; CT Fusion/ Intel Cell; Regional SB's; SLT) ensuring all rotas are published weekly, both internally and regionally. Establish dedicated on-call numbers. Ensure staff contact details are correct and maintained with up to date details. Maintain the integrity of all systems and processes with the CATO role, ensuring that all information is correctly captured.

6. React to the requirements of CTP SE SLT in relation to 'Fast-Time' events. Utilise professional judgement in assessing Briefing Documents and disseminate appropriately in co-ordination with NCTPOC Briefing Desk, thereby ensuring threat and risk is appropriately managed and monitored throughout the Fixed Intelligence Management Unit (FIMU)/ Operational Intelligence Management Unit (OIMU) process.

7. Ensure CTP SE CATO operates within National Tasking processes and creates the National Weekly Tasking documentation for delivery by CTP SE SLT at the weekly meeting. Represent SECTU at the National Daily Management Meeting (DMM) and manage the Regional DMM, ensuring that CTP SE SLT are properly briefed on relevant matters. Provide direct support to senior management, including the preparation of reports in relation to CATO functions.

8. Monitor the work of CATO locally and nationally, identifying new methods and practices and develop and implement improvements as appropriate. Build strong working relationships with Partners and other Regional and National departments to mitigate threat and risk, resolving issues through effective liaison and joint working at all levels.

9. Work closely with colleagues in Performance and Service Delivery to assist with CPT SE performance requirements and continuous development across the region and the wider CT Network.

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:**

Contribute to numerous meetings with tight deadlines, National DMM, Regional DMM, Weekly National Tasking, Bi-weekly Regional Intelligence Meeting, and Regional Tasking. Contributing, receiving information, to processing it into the National Tasking documents.

Operational planning is particularly demanding, with numerous last minute changes by NCTPOC, due to changes in intelligence. Decisions under pressure have to be made to commit resources on the spot, so having full knowledge of current commitments for all CTP SE staff is essential. Making changes to operational deployments is time consuming, having to relay all changes to timings, locations, briefings, etc. personally to ensure operational delivery.

NCTPOC now require overtime budget forecasts, before authorising payment for out of region working. This has to be submitted prior to operational planning, creating an additional demand on the role.

Due to the nature of the role, flexibility in working hours/location and potential 'on-call' requirements is paramount. Often working to critical time scales and senior management expectations, delivering accurate responses and information whilst reliant upon regional support to complete the product prior to delivery.

Analyses information to evaluate important issues and problems. Identifying and selecting appropriately qualified and experienced personnel, often at short notice, to deploy on National operations, which require unsociable hours, working when existing resources are limited. Solutions need careful consideration, specialist knowledge and negotiation with senior

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management / NCTPOC.

Conflict can occur between work streams originating from NCTPOC and tasks required by Thames Valley Police and Regional partners. CATOs work with minimal supervision and maximum flexibility with the ability to build in contingencies to planning of workload.

Often a reactive role, provide solutions to situations which arise without needing to seek Management assistance or advice; unless a higher authority is absolutely necessary to resolve the situation, such as authorising expenditure. Take an interest in the organisation beyond the CATO role to act in the best interests of the organisation as a whole, rather than just their own department.

May have to make decisions to call-in staff or change operational deployments, and be accountable for their decisions. At times of high demand, the post holder will also be required to fulfil an on-call function.

On a daily basis a great deal of time is spent on the telephone organising and reviewing deployments as well as providing specialist knowledge to colleagues, internal and external partners of any and all ranks.

Produce and distribute high quality formal written reports to external and internal partner agencies on a daily and weekly basis. Expectations are high and a quality product is mandatory. Attention to detail is a prerequisite because of the nature of electronic communication and the potentially wider audience that can be contacted.

#### 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.

<b><i>The knowledge or skills required in the role are as follows:</i></b>	<b><i>E/D</i></b>
1. Excellent organisational, planning and time management skills.	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 systems within the CTPOR) and new technology as the role evolves.	E
3. Proven ability to work in situations demanding the utmost sensitivity and confidentiality.	E
4. Highly resilient and flexible with ability to work under pressure in a fast paced environment.	E
5. Proven ability to assimilate information and present it in a concise and accurate way.	E
6. Strong interpersonal and communication (written and verbal) skills, and ability to interact appropriately with staff at all levels of the organisation.	E
7. Relevant, up to date and proven experience within an intelligence environment.	D
8. Good working knowledge of CTU/Organised Crime Unit procedures and National Security issues.	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.