

## THAMES VALLEY POLICE

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### POLICE CONSTABLE ROLE SPECIFICATION

<b>Role Title:</b>	Police Constable Operational Support	<b>Department:</b>	Counter Terrorism Police Operations Room (CTPOR)
<b>Reports To:</b>	Detective Sergeant CTPOR	<b>Location:</b>	South East Region

<b>Purpose of role:</b>	Undertake the role of Surveillance Monitor* (SvM) (primarily at CTP-SE but also on occasion at other locations in the UK dependant on the National CT priorities and tasking), using knowledge, training and judgement to make valued recommendations on possible risks.
<b>Principle Responsibilities:</b>	Maintaining communications with the surveillance team on the ground, acting as the conduit for information and intelligence between the Tactical Controller in the CTPOR and the Surveillance (Sv) Team Leader, updating the CLIO log regarding Sv activity, support the Sv deployment through identification and resolution of fast-time intelligence gaps
	Initial production, final completion, storage and submission of the National Security Surveillance Reports (NSSR) and Resource and Tactical Summary (RaTS) for each Sv deployment (these are the nationally required products of each Sv deployment and are produced by the SvM's within CTPOR).
	Operation and administration of the essential computer systems within the CTPOR, which includes provision of systems access, password resets, set up of operations and management of data, the effective and efficient use of CLIO, Convergent Intelligence Platform (CIP), National Asset Tracking, National Image Transfer and CCTV distribution system.
	Training of non-permanent CTPOR staff and central point of contact for trouble shooting in relation to CTPOR systems and processes.
	Handling and recording of exhibits and Sv logs/SMR's within the CTPOR.
	Management of the relevant communications systems within the CTPOR to ensure effective communication with the ground assigned assets.
	Undertake the duties of other roles such as Intell Development Officer, Visualisations Officer, Observation Post Monitor and other those deemed suitable and agreed with Authorised Practice within CTPOR
	Perform any other duties as directed, including where appropriate by the DS CTPOR and DI Covert Surveillance Manager

<b>Essential role based training:</b>	<ul style="list-style-type: none"> <li>• Working knowledge of an operational/surveillance role, along with knowledge of the national glossary (Desirable)</li> <li>• Work flexible hours to suit the requirements of the department. People will be expected to take part in the on call rota which will include weekends and work outside of the normal hours.</li> <li>• Ability and willingness to travel for business purposes</li> <li>• Must receive clearance from vetting procedures including financial checks.</li> <li>• Highest levels of integrity with proven ability to recognise sensitive material and maintain discretion and confidentiality at all times.</li> <li>• Ability to work in the high pressure environment of a Counter Terrorism Police Operations Room.</li> <li>• Ability to manage high volumes of information and quickly identify and communicate priorities.</li> <li>• Ability to be highly flexible in dealing with working shifts and frequent short notice duty changes*.</li> <li>• Good level of keyboard skills and competent with Microsoft Office suite with general.</li> <li>• This role requires applicant to be Vetted to DV level.</li> <li>• You will have the ability to pass and maintain full Officer Safety Training (OST). <b>(Essential)</b></li> </ul>
<b>Training Prior to Appointment:</b>	<ul style="list-style-type: none"> <li>• Proven ability to demonstrate excellent communication skills, often under pressure, with the ability to negotiate and influence.</li> <li>• Ability to accurately record and report information, both orally and in writing <b>(Essential)</b>.</li> <li>• Ability to exploit IT systems for intelligence purposes <b>(Essential)</b>.</li> <li>• Basic knowledge of the CTPOR manual of guidance <b>(Desirable)</b></li> <li>• Knowledge of counter terrorism law, policy and procedures <b>(Desirable)</b></li> <li>• Experience of covert counter terrorism and or criminal investigations <b>(Desirable)</b></li> <li>• Ability to give presentations to various forums competently and confidently <b>(Desirable)</b></li> </ul>
<b>Additional Comments:</b>	<ul style="list-style-type: none"> <li>• Must have willingness to travel to different locations across the region and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is essential**.</li> <li>• The post holder must be able to deploy for extended periods of time away from home anywhere in the UK. These shifts may include nights and weekends and due to the small size of the team, a highly flexible approach is considered essential.</li> </ul>

<b>ROLE PROFILE</b>	<b>Constable</b>	
	<b>CORE COMPETENCIES</b> The role holder should effectively deliver these key requirements:	
Public Service	Serving the Public – level 1	
Leadership	Openness to change – level 1 Service Delivery – level 1	
Professionalism	Decision making – level 1 Working with others – level 1 Professionalism – level 1	