

Job Title: Covert Facilities Manager	
Job Evaluation Number	B370

## JOB DESCRIPTION

<b>Job Title:</b> Covert Facilities Manager - CTPSE	<b>Location:</b> Counter Terrorism Policing South East
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Security Manager CTP SE	<b>Band level:</b> 4I
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Maintain and enhance the covert capability of CTP SE by managing the covert infrastructure (covert identities, companies, bank accounts, assets and equipment) to the requisite standard in line with auditing guidelines and relevant regulations and policies. Ensure that all relevant security policies are complied with and propose and implement improvements that enhance security.

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. Maintain, manage and develop the CTP SE covert credit cards, bank accounts and associated budgets, including having accountability for opening and closing covert accounts, auditing and reconciliation, indemnifying, establishing protocols, and liaison with third parties in order to ensure the integrity of the unit and the safety of its officers and stakeholders.
2. Maintain and develop procedures to support the budget control of covert facilities within CTP SE, identifying and utilising best practice to devise systems, protocols and processes to ensure efficient use of budgets and a transparent audit trails.
3. Ensure SOPs are adhered to, enabling the covert companies, accounts, assets and equipment to be maintained to the requisite standard in line with auditing guidelines and regulations, including health and safety and other relevant policies.
4. Be pro-active to ensure that CTP SE officers and staff have sufficient access and facilities to maintain the day to day running of discreet and covert operations, which includes maintaining and managing records of assets held and acting as a SPOC for CTP SE'S covert and department-specific overt equipment.
5. Manage and maintain CTP SE covert identities, to ensure they are managed effectively and securely, escalating urgently where there is any concern that a covert identity has been compromised. Keep up to date with current issues and developments in relation to legend building, making and implementing recommendations where existing practiced may be developed or improved.
6. Maintain effective liaison and develop efficient working practices with key stakeholders within CTP SE, including the Finance Manager and Operational Security Advisor, aswell as counterparts within the national network, regional forces and other law enforcement agencies. Use these relationships when scoping the need to find new and enhanced technical and covert facilities, in order to provide knowledgeable recommendations about covert policing practices to the Senior Leadership Team.

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7. Establish and develop the background/ history of the covert companies, acting as appropriate as Company Secretary (in a covert identity) and to provide the first point of contact for all internal and external enquiries.

8. Review and analyse information about the usage and performance of covert identities and assets, including financial data, management and budgetary information, to ensure that all relevant legislation, guidance and policies are complied with whilst identifying areas for improvement. Monitor performance to demonstrate effectiveness, efficiency and value for money. Share findings, highlight irregularities and make recommendations to the SLT for action and improvement as necessary.

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 post will provide a consistent and coherent approach to the management of covert assets. They will monitor existing practices to ensure compliance and transparency, whilst identifying, recommending and implementing improvements to increase operational effectiveness and efficiency, value for money and reduced risk

The post holder must maintain strict confidentiality and have the ability to establish and develop the background/ history of the covert companies, often whilst acting as the Company Secretary (as appropriate) and SPOC for all internal and external enquiries (in a covert identity using covert assets) to maintain the integrity of the covert cover.

Compromise of CTP SE's covert assets and infrastructure would lead to increased risk to CTP SE staff, their families and to members of the public, as well as significant financial costs and reduced operational effectiveness. Any possible compromise of covert cover should be escalated urgently, as appropriate to avoid force wide exposure and to avoid potential life threatening situations.

Responsibility for managing budgets for covert facilities and assets, reconciling spend against covert operational activity.

Requirement to prepare and present business cases and bids to gain agreement for additional funding for covert assets and equipment.

Manage a large number of highly sensitive and confidential accounts and information, with responsibility for vehicles, properties and other assets.

**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 (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Proven and well evidenced experience in a policing environment (or similar security context) with an understanding of operating procedures and systems.	E
2. Aware of the security implications of the post, and be able to ensure complete discretion and confidentiality in all matters, whilst remaining courteous, reliable and	E

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flexible and committed to the highest standards in quality of service. Proven experience of conducting roles with utmost integrity and record of trust.	
3. Proven ability to deal with financial practices and procedures, with the ability to demonstrate an understanding of overt and covert financial practices, processes and procedures as well as the ability to analyse and evaluate relevant information and statistics.	E
4. Flexibility in approach is essential in order to quickly respond to urgent requests, with proven ability to work unsupervised and as a member of a small team with competing demands and pressures.	E
5. Excellent interpersonal and communication skills to deal courteously and efficiently with both internal and external enquiries, with the ability to develop and establish good relationships with colleagues and customers and produce written reports to a high standard, anticipating the audience it will be received by.	E
6. A sound knowledge of MS Office (Outlook, Excel and Word) with the ability to learn new applications and have a technical interest would be advantageous.	E
7. Must be self-motivated due to a high level of autonomy and undertake all assignments in a timely manner, with evidence of working to deadlines.	E
8. Proactive, with proven use of initiative and experience in handling day to day issues taking accountability for decisions made.	E