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JOB DESCRIPTION

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' document.

A. POST DETAILS:

Job Title:	Counter Terrorism Security Advisor	Current Grade:	B02
Department:	Specialist Operations	Area:	Force wide
Reports To:	CTET Supervisor	No of Posts:	1
Level of vetting:	Security Cleared		

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

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CTSA's are a national role and coordinated by National Counter Terrorism Security Office (NaCTSO) through a BTP CTSA supervisor to work in partnership with the Centre for the Protection of National Infrastructure (CPNI), Department for Transport (DfT), Network Rail (NWR) and a variety of Train operating companies (TOC's), Freight Operating Companies (FOC's) and other appropriate stakeholders.

To deliver Counter Terrorism holistic protective security advice to specific:

Rail identified 'Crowded Places' (CP)

Critical National Infrastructure (CNI)

Sites housing Hazardous and Dangerous Substances / Materials

Personal Protective Security

British Transport Police Estates

In line with National CTSA Tasking BTP CTSA's review and advise accordingly on vulnerabilities at identified rail 'Crowded Places' which sit within the national CP tiering system using the national Protective Security Improvement Activity (PSIA) three stage process.

Working Closely with CPNI, NWR and DfT in support of CNI sites and appropriate Police response planning.

To provide holistic protective security advice to sites containing hazardous or dangerous substances / materials (Chemical, Radiological or Nuclear sources as well as pathogens and toxins).

To give individual Personal Protective Security advice to persons subject of a specific terrorist threat

Identify and assess local critical sites within the force jurisdiction that might be vulnerable to terrorist or extremist attack;

Attend CP and CNI site Security Committee Meetings as mandated within the National Rail Security Programme (NRSP)

Attend CP and CNI Threat and Vulnerability Risk Assessments (TVRA) for significant rail projects and Local Risk & Vulnerability Reviews (LRVR) as mandated within the NRSP

Promote, coordinate and deliver awareness of the terrorist threat, delivering national CT awareness / training using national products across the rail network, including; ACT Awareness, Project ARGUS, SCaN suite of products and Document Awareness.

Develop positive ongoing relationships with stakeholders by appropriate discussion of changes in the prevailing terrorist threat and commensurate responses.

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C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Staff Responsibilities – Direct or Non-Direct

Record all relevant work on NaCTSO national database

Provide a SPOC for industry security leads as appropriate

Liaise with DfT, CPNI and NaCTSO direct and provide detailed reports as appropriate and applying the appropriate GPMS classification

Any Other Statistical Data

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

To complete CT protective security reviews to national standards at appropriately identified sites and maintain ongoing Action Plans with industry security leads.

To deliver to industry CT protective security advice within specific projects as regulated by the National Rail Security Programme (NRSP).

To present protective security advice to the rail industry at all levels including Director level

To provide BTP with CT protective security advice as required.

To deliver high quality CT awareness and training to partners across the rail network using national products - ACT Awareness, Project ARGUS, SCan and Document Awareness.

Identify and assess local critical sites within the force jurisdiction that might be vulnerable to terrorist or extremist attack;

Devise and develop appropriate protective security plans to minimise impact on that site and the surrounding community.

Promote awareness of the terrorist threat and develop positive ongoing relationships by appropriate discussion of changes in the prevailing terrorist threat and commensurate responses

Prioritise Tasks, signposting where appropriate, to other relevant stakeholders with the support of the CTSA Supervisor.

Complete, maintain and submit accurate and timely records such as the Management Information Returns for CT performance, records of activity at sites and contact databases.

Represent BTP at the request of the CTSA Supervisor

Maintain and develop professional capability as a CTSA, attend mandatory training including continual professional development opportunities and maintain a good knowledge of CT awareness products.

Maintain Knowledge of groups, attack methodologies and current affairs relating to terrorism and extremism.

Flexibility to travel anywhere within BTP's jurisdiction to attend identified sites for protective security review or delivery of CT awareness and Training.

E. DECISION MAKING:

Make decisions

Advise the rail industry on CT related Protective Security matters in line with national CTSA advice and current knowledge of relevant products. This advice can be in the form of an Action Plan agreed with stakeholders or within a specific report as appropriate. CTSA's can inform industry on the suitability of CT Awareness products when highlighting vulnerabilities and mitigation.

Significant say in decisions

On behalf of BTP, ratify decisions made by stakeholders on Counter Terrorism issues predominantly around the implementation of Protective Security measures. Play a lead part with DfT in both Threat and Vulnerability Risk Assessments (TVRA) at significant rail projects and Local Risk and Vulnerability Reviews (LRVR) at CAT A & B stations, as directed within the NRSP.

Evaluate national CT Awareness products and edit as appropriate for the purposes of use within a rail environment.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

BTP Officers and staff at all levels including senior management to provide specialist advice on Counter Terrorism issues under the Protect and Prepare pillars of CONTEST.

Close liaison with CT colleagues within Specialist Operations to ensure consistency of delivery of CT advice.

Liaison with BTP Special Branch

External

NaCTSO, DfT, CPNI, NWR, both Train and Freight Operating Companies providing specialist protective security advice on Counter Terrorism issues.

Other stakeholders as required for the delivery of CT Awareness / Training

Liaise with Home Office forces regarding protective security measures at aggregated sites and response planning at critical sites nationwide.



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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Must be a qualified CTSA with Operational Competency achieved through NaCTSO (Or currently be in a CTSA post and in the process of completing the CTSA qualification)

Must have PTLLS / AET 3 or equivalent for delivery of SCaN training

Flexibility to travel and attend a number of different locations as and when required (internally and externally).

Achieve and maintain vetting to a minimum of "Security Cleared" status.

Experience:

Working within the Police Service as a CTSA

Stakeholder engagement at all levels including delivery of Protective Security Advice and CT Awareness / Training

Competent report writing especially in the delivery of the three stage PSIA process

Skills:

Interpersonal skills with the ability to build rapport with people from different organizations.

Self-motivated with the ability to work in a team and on own initiative and prioritise own workload with minimal supervision

Computer literate: proficient in MS Word, Excel and Powerpoint.

Ability to present to various groups of people and levels of management.

Knowledge:

CT awareness including CPNI products and advice

Awareness Data Protection legislation

Awareness of police (BTP) procedures

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Desired Criteria:

Qualifications and Training:

As above

LGCI Qualification - Specific to CTSA City and Guilds level 3

Experience:

Experience of crime prevention and/or architectural design.

Skills:

Use of Microsoft Word, PowerPoint and Excel.

Knowledge:

Knowledge of business continuity and resilience.

Knowledge of railway practices and security regulation through the NRSP

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H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

CTSA's undergo extensive training in all aspects of security to carry out their role. A number of modular courses which are all pass / fail developed and managed by either CPNI or NaCTSO enable an individual to achieve a CTSA qualification after two years which is recognised by the City and Guilds awarding body.

The CTSA MUST gain a Certificate of Operational Competency to practice and can then achieve a Licentiate status exclusive to the CTSA network and highly respected outside of the Police / Government Security Community. The skills obtained during training and the subsequent experience obtained performing the role are highly desirable for recruiting personnel into the private and the commercial security employment sectors (a factor which contributes to current difficulties throughout the CTSA network in staff retention).

The CTSA has knowledge and familiarity with various aspects of the protective security environment which include:

Security Standards, Building Regulations, CCTV, Alarm Systems, Hostile Vehicle Mitigation, Guard Force processes, Security Culture, Radiological Sources, Pathogens, Toxins and Personal Security issues.

CTSA's need to have or develop a mix of experience, skills and knowledge and possess strong character traits of confidence and authority. Due to the range of work streams they have to undertake a minimum of two years training which is estimated at a cost of £20K.

They will be expected to have technical skills in protective security methodology, site surveying and the holistic understanding of Protective Security measures relevant to the current threat and appropriate risk assessment.

The art of successful delivery of Protective Security Advice is as much in the delivery as it is in the content. It is important that a CTSA has excellent communication skills and is able to deliver information to all levels of an organisation using appropriate language and skills. The emphasis on communication helps build credibility and trust with key stakeholders. This promotes a collaborative approach in problem solving and decision making.

Confidence and the ability to listen, clarify, influence, persuade and negotiate are also key elements for a good advisor.

Excellent report writing and absolute discretion along with enthusiasm and a high degree of motivation are essential. CTSA must produce high quality reports and written advice, therefore, their I.T skills need to be of an appropriate level. Due to the nature of the role the majority of contacts a CTSA's interact with are external to the police and as such a CTSA needs to be aware at all times that they are representing the force. BTP CTSA contacts include; UK Crime Agency, HM Revenue and Customs, DfT, Environment Agency, HSE, Dept of Environment, DEFRA, National Farmers Union, Local Authorities, National Heritage, Highways Agency and Utility Companies to name but a few.

BTP CTSA's when attending Security Committee Meetings are often requested to give updates on a variety of CT issues including current threat information which can be at either Secret or Official- Sensitive on the Government Protective Marking Scheme (GPMS). They decide what information to divulge without supervision depending on appropriate vetting levels and the Committees requirement.



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I. AUTHORISATION DETAILS

Prepared By: CI Jo Harvey

Date: 08.01.19

Area Commander

/FHQ HoD: Ch Supt John Conaghan

Date:

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