BRITISH TRANSPORT POLICE

JOB DESCRIPTION

APPENDIX C

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

A. POST DETAILS:

Job Title:	**Tasking Team Administrator**	Current Grade:	A004
Department:	B-Disruption	Area:	B Division East
Reports To:	Tasking Team Sergeant Thameslink	No of Posts:	1
Level of vetting	MV		

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

The Tasking Team Administrator will co-ordinate the administrative functions of the three LNE&EM Embedded Inspectors (London, Derby, York) and their tasking teams. The Administrator will provide a comprehensive level of support and be the single point of contact between the operational teams and the National Disruption Fusion Unit administrator and analyst.

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

Financial – Direct or Non-Direct

- **Non-Direct –** Will have oversight and knowledge of the Network Rail funded Operation Regatta overtime budget and will monitor expenditure of the overtime through weekly spreadsheet reporting to the B Division finance manager and Network Rail Lead Project Manager.
- **Non-Direct** – Will have ordering capacity for stationary, consumables and office supplies.

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

- Coordinate and distribute overtime requests and deployment availability.
- Implement and monitor a structured process with Duty Planning to authorize Officer Overtime reflecting operational needs
- Effectively collate, review and request operational work returns to ensure a high level of compliance is maintained by Officers following authorized overtime deployments.
- Implement a fit-for-purpose process by which all operational deployments and work returns are quality checked before being passed to the National Disruption Fusion Unit for analysis.
- Compile a database of vulnerable persons reported by the Vulnerability Unit for Tasking Team Officers to disseminate to VITAL Patrollers, Station Staff, TOC RSAS Accredited Rail Enforcement Officers and other BTP locations.
- Create and monitor a process to cross match planned and actual Tasking Team deployments for review and reporting purposes.
- Compile rostering information for the Tasking Team and identify and report on any gaps in resourcing.
- Compile and maintain a database of root cause stakeholder contact details, events and visits, including school visits, BTP road shows, corporate visits and charity events.
- Organise and maintain a calendar of events for the Tasking Team.
- Maintain, report and action on compliance and governance procedures for the BTP Office at West Hampstead Power Signal Box.
- Co-ordinate any technical upgrades and installations for the BTP Office at West Hampstead Power Signal Box.

E. DECISION MAKING:

Make decisions

Responsible for deploying BTP Officers on Operation Regatta and Operation Intercept patrols based on their BTP home station and travel to patrol hot spot location.

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

Internal

- Regular contact through telephone, e-mail, report and face-to-face with other staff in the Vulnerability Unit, Force Intelligence Bureau, National Disruption Fusion Unit, Operational Staff, Governance teams and Tasking Teams to ensure relevant operational information is shared in an understandable and actionable format.

- Develop knowledge of other roles with both research and intelligence and other policing units to further the operational knowledge of your role.

External

- Daily interaction with Network Rail staff, Train Operating Company staff and External stakeholders
- Attend external meetings i.e. External Delivery Group, Risk Register, Performance Meeting with Tasking Team Inspector, Sergeant and PC's.

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

Essential Criteria

Qualifications and Training:

- Minimum GCSE Grade C in English Language and Mathematics or equivalent qualification or experience

Experience:
Previous administrative or secretarial experience with a high level of organizational ability and attention to detail.
- Good working knowledge of IT systems and software relevant to the role – including Niche and Control Works.
- Proven use of information gathering skills
- Proven use of and experience in collecting, reviewing and interpreting a wide range of datasets

Skills:
Proficient in MS Office Applications
Excellent verbal and Written Skills
Excellent Interpersonal skills with the ability to liaise with staff at all levels both internally and externally
Good Standads of planning and organizing
Ability to remain calm whilst working under pressure, dealing with members of the public or demanding deadlines whilst maintaining a flexible approach
Ability to work on own initiative
- Ability to maintain the highest levels of integrity, discretion and confidentiality
- Ability to quality assure data and work returns to high standards.
- Skilled in using specialized software related to own area of work to extract, interpret and report on data
- Able to assist in the introduction of new research techniques or ways of working at team level
- Able to review and assess individual and team rosters against expected standards, providing objective and effective feedback and ensuring corrective actions are taken where necessary
- Able to work as part of a team
- Able to plan ahead, to allocate work appropriately within the team and to identify and mitigate risks to delivery
- Able to identify key stakeholders, understand potential roles and to take appropriate steps to understand their needs and concerns

Knowledge:
- A good understanding of the remit of British Transport Police, of operational policing practices and the current national policing priorities
- An excellent understanding of the Microsoft suite of programs including Excel, Word and PowerPoint

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

Desirable Criteria

Qualifications and Training:

Microsoft suite of programs – excellent knowledge in problem solving and compiling spreadsheets allowing for single keying of data entry for maximum benefit of the teams and project.
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Experience:

Knowledge:
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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.*

The Research Manager role will require the post holder to supervise police staff who are trained to research, input, sanitise and disseminate intelligence, handle force information to a high level, deliver support to front-line officers and staff. This role is critical to the delivery of intelligence and PND/research support nationally and will require an experienced manager with experience of handling intelligence systems and information accurately according to national standards and legislation. The role will often require fast-time, relatively complex decision-making.

A flexible approach to both working hours and different environments and locations is required. The post holder may be required to change hours at short notice and work occasional evenings and weekends.

Research Managers in the Force may be required to work in a 24-hour shift pattern for which they will be entitled to an additional shift allowance to reflect the local circumstances of the role they undertake.

High levels of personal integrity and discretion are required for this role and the posts are subject to a security vetting process.

The post holder will be required to attend training courses, shadowing others and being shadowed where necessary.

Once implemented, all BTP Research Managers will be expected to meet the standards set by the College of Policing's Intelligence Professionalisation Portfolio (IPP) and secure accreditation within a stipulated timeframe.

I. **AUTHORISATION DETAILS**

Reviewed by: Date:

Area Commander
/FHQ HoD: Date:

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