

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:	Technical Surveillance Officer (Generic JD)	Current Grade:	A006
Department:	C Division Pro Active CID	Area:	Wales & Western
Reports To:	T.S.U. Supervisor	No of Posts:	1
Level of vetting:	MV SC	Post Number:	WS505

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

Provide technical options and solutions including the installation and deployment of Technical Assets in support of Criminal investigations, including the requirement to conduct technical feasibility studies and appropriate risk assessments, producing detailed reports to highlight those options and in support of the investigating officer.

The post holder will be responsible for the, maintenance, accountability and integrity of Area technical assets utilising force systems. Provide technical advice, support and assistance when required such as the retrieval of problematic CCTV downloads.

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

Financial – Direct or Non-Direct

Liaise with external technical providers, negotiate costs on products and services in line with T.S.U supervisor, produce the necessary documentation to support any purchases required.

Staff Responsibilities – Direct or Non-Direct

Any Other Statistical Data

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

Provide detailed technical feasibility surveys, including full risk assessments, undertake installation of both overt and covert technical equipment ensuring all deployment methods are authorised, Justified Appropriate Proportionate and Necessary (JAPAN) in compliance with R.I.P.A , the Police Act 1997 and Human Rights policy

Prepare and Present evidential products obtained through Technical deployments to support any criminal prosecution and the investigating officer.

Ensure all Technical assets held, purchased, utilised, loaned are accounted for, approved and fit for purpose and are recorded in an auditable way within the Obelisk database.

Provide specialist advice in all aspects of technical support and assist with problematic technical issues such as CCTV downloads.

Provide mutual support to other Area technical support officers when required.

Represent the area on technical support groups keeping up to date with best practice and legislation.

E. DECISION MAKING:

Make decisions

Significant say in decisions

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

Internal/External

All levels of staff, officers and management across the area, the post holder will be required to consult with other Force Technical officers and the Force technical manager, this includes attending local and Force meetings to share best practice and support other operations when required.

Liaise and consult with other police forces and agency Technical Surveillance Departments, special advisory groups such as the Home Office HOSDB, industry partners TOC's/TFL, key stakeholders, appropriate equipment suppliers and members of the public during installations, planning and preparation of covert/overt Deployments

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

Essential Criteria:

Qualifications and Training:

Possess a full driving license including category C or be willing to undertake and pass the category C driving standard.

Ability to gain the NPIA accreditation in TSU tactics and TSU deployment standards courses

Experience:

Experience or ability to quickly gain knowledge of technical expertise in either electronics or electrical engineering.

Skills:

The post holder must be self motivated, flexible, showing initiative and discretion and have the ability to work with minimum supervision, or as part of a team.

Excellent written and verbal communication skills

Effective planning and problem solving skills.

Proven experience of IT use, such as: Office Suite

The ability to prioritise workloads and work under pressure.

Must be able to pass a recognised Medical Examination, in line with role requirement (Network Rail Accredited)

Qualifications and Training:

Knowledge of RIPA, human rights legislation and law enforcement techniques and practices
Successfully completed the National TSU Volume Crime Course

Successfully completed the National TSU Tactics Course

Successfully completed the National TSU Deployment Standards course

First Aid at Work and Health and Safety certificate

Experience:

Previous experience as a technical surveillance officer

Previous experience working within law enforcement

Skills/Knowledge:

Knowledge and experience in the use of covert techniques

Knowledge of the procurement process

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.*

This is a demanding role and there is a requirement to work flexible hours, sometimes evenings and weekends. There could be a requirement to work away from home. Technical support officers are required to assess site information to find the most appropriate overt or covert technical solution in order to further support an operation to a successful conclusion. There are health and safety implications with some installations and are deployed in pairs. They may be deployed with other covert methods to support deployment of technical equipment and are required to undergo many training courses to ensure their competence within this area of expertise.

The post holder will be required to undertake a number of training courses applicable to the role. Some of which will be residential. These will include courses in: working at heights, rope access and high structure evacuation.

The post holder could be faced with challenging situations during deployments that requires them use tact and diplomacy, as well as their initiative and training received.

I. AUTHORISATION DETAILS

Prepared By: _____ Date: _____

Area Commander /FHQ

HoD: _____ Date: _____

Evaluation Panel: _____ Date: _____

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