

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:	MSV Operator	Current Grade:	A004
Department:	Operations	Area:	Various
Reports To:	Sergeant (Operations)	No of Posts:	Various
Level of vetting:	BV	Post Number:	TBC – various Areas

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

Deploy and operate Mobile Safety Vehicles (MSVs) at sites throughout the Area.

Detect motor vehicles being driven in such a manner to contravene Road Traffic legislation in relation to Level Crossing misuse.

Set up and operate MSV CCTV and ANPR equipment, download CDs and DVDs as evidence and document in compliance with Force Policy.

Contribute towards changing driver behaviour and reducing road casualties.

Undertake related processes to identify offenders.

Produce high-quality prosecution files which would require a judicial disposal and attend Court to give evidence when required.

Use deployment experience to help identify priority locations for future MSV deployments and liaise with relevant Area Management and Network Rail to facilitate the monthly tasking process.

Shift work will be involved.

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

Financial – Direct or Non-Direct

N/A

Staff Responsibilities – Direct or Non-Direct

N/A

Any Other Statistical Data

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

MSV Operation:

Maintain, prepare and operate MSV fitted with Technical, Camera and associated Survey Equipment. Carry out daily calibration of camera equipment.

Deploy MSVs to meet the requirements of the monthly tasking process.

Responsible for identifying level crossing offences.

Monitor, assess, detect and capture images for processing of motor vehicles of all classes driven in contravention of Road Traffic Legislation.

Ensure vehicle and equipment is in good working order. Identify faults affecting MSV equipment / operation and liaise with the relevant supplier(s) to ensure prompt resolution with a minimum of abstractions to MSV deployments.

Maintain effective liaison with Network Rail and other stakeholders to maximise the operational effectiveness of MSV deployments and ensure that all relevant processes are adhered to.

Investigative / Prosecution Duties:

Process digital images and data downloads from MSV deployments by interpreting evidence according to established guidelines and procedures, and submit to the relevant authorities.

Carry out PNC checks and use NSPIS and Crime systems to import and update offenders and incidents.

Ensure accurate production and issue of Notices of Intended Prosecution, Conditional offer of Fixed Penalty and other associated correspondence related to MSV activity.

Ensure all such documentation is within relevant legislative guidelines.

Compile Crime Reports and witness statements for the attention of the CPS. Ensure timely and accurate submission of these and other relevant reports as required.

Give evidence in court where and when required.

Administrative Duties:

Manage digital imaging, storage, issue and retrieval administration.

Complete relevant tasking documentation and correspondence. Process incoming mail and reply to all letters received either by standard letter or if required more detailed response, thus ensuring that the individual has all the necessary and accurate information to allow them to satisfy their legal requirements.

Assist members of the public both in person and by telephone, email, fax and provide suitable advice and guidance regarding legislation and procedures

Manage appropriate filing and retrieval of all relevant documentation.

Perform general administrative duties related to MSV deployments, including the coordination and delivery of tasking activity.

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E. DECISION MAKING:

Make decisions

Make decisions on offences committed and appropriate disposal options.

Significant say in decisions

Significant say in identification of priorities for MSV deployments through the tasking process.

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

Internal

Regular contact with Sergeant / line manager, Area level crossings SPOC and other BTP staff on tasking and justice related work.

Contact with BTP staff of all ranks and grades.

External

Contact with members of the public who have enquiries relating to level crossing offences, related paperwork and relevant processes, both in person and via phone / email, etc.

Contact with suppliers and other providers on maintenance of MSV and related equipment.

Contact with CJU, CPS, Network Rail, and Home Office forces as required.

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

Essential Criteria:

Qualifications and Training:

Must have passed a Police basic driving course assessment or be prepared to undertake and pass this assessment as a condition of employment.

Experience:

Skills:

The ability to work alone without direct supervision.

Remain calm under pressure should an incident arise whilst deployed.

Good communication and interpersonal skills.

Good attention to detail.

The ability to work with minimum supervision but also as part of a team.

Be self motivated with good organisational skills.

Knowledge:

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Desired Criteria:

First Aid training.
Track safety training.

Experience:

Experience in CCTV and / or ANPR operations.
Experience of preparing Notices of Intended Prosecution, prosecution files and related paperwork.
Previous experience of working in a Police environment.

Skills:

Aptitude for the identification and resolution of technical problems (e.g. relating to MSV equipment).
Ability to read and accurately translate written material.

Knowledge:

A sound knowledge of relevant road traffic legislation and railway legislation.
Working knowledge of Police systems to carry out required functions.
Interest in road safety.
Good working knowledge of camera equipment.

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.*

BTP has introduced Mobile Safety Vehicles in partnership with Network Rail to improve safety at level crossings.
Relevant training related to the operation of MSVs will be provided.

The post will require flexibility in relation to shift work and there may be opportunities for paid overtime.

I. AUTHORISATION DETAILS

Prepared By:	Simon Peel, Louisa Rodrigues & Insp. Andy Smith	Date:	19/06/2013
Area Commander /FHQ			
HoD:		Date:	
Evaluation Panel:		Date:	

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