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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:	A Division	Area:	A Division (out based York ROC)
Reports To:	York ROC Embedded Inspector	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 Operation Regatta overtime requests and deployment availability.
- Implement and monitor a structured process with Duty Planning to authorize Officer Overtime for Operation Regatta and Operation Intercept.
- Effectively collate, review and request Operation Regatta and Operation Intercept 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 Operation Regatta and Operation Intercept 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.
- Maintain a calendar of events for the Tasking Team.
- Maintain, report and action on compliance and governance procedures for the BTP Office at Kings Cross Station.
- 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 Disruption 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.*

<u>**Essential Criteria**</u>

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Qualifications and Training:
- Educated to degree level in a relevant discipline or equivalent qualification or work experience.

Experience:
- 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:
- 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 and comprehensive 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

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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. **AUTHORISATION DETAILS**

Reviewed by: Date:

Area Commander /
FHQ HoD: Date:

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