

CTPNW JOB DESCRIPTION

POST TITLE:	(Detective) Inspector Senior Ports Officer Merseyside
DIVISION/DEPARTMENT:	Counter Terrorism Policing North West (CTPNW)
RESPONSIBLE TO:	(Detective) Chief Inspector, Regional Senior Ports Officer (RSPO), CTPNW
RESPONSIBLE FOR:	CTPNW Ports Unit Sergeants, Constables and Police Staff CTPNW Regional Control Desk
AIM OF JOB:	- To lead and manage the CTPNW Ports Unit, ensuring efficient operational activity, tasking processes and performance management. - To lead and manage the CTPNW Regional Control Desk, ensuring interoperability with regional and national teams. - To assist and advise CTPNW command and managers on operational and legislative issues relating to Counter Terrorism activity at Ports. - To act as deputy for the RSPO.
TENURE OF POST:	Minimum of 2 Years
HMIC CATEGORY:	Operational

MAIN DUTIES AND RESPONSIBILITIES

MANAGING STAFF

- Supervise personnel and manage staff performance in the CTPNW Ports Unit, inclusive of the Regional Control Desk
- Maintain discipline and ensure Force and Departmental Orders are complied with.
- Ensure staff welfare and training needs are met.
- Allocate work to staff, and quality-assure work undertaken by staff in the Unit.
- Monitoring sickness and compliance with Force Sickness Policy.
- Supervise complex enquiries.

- Ensure compliance of staff with the Home Office counting rules for Recorded Crime, the National Crime Recording Standard and minimum investigative requirements.
- To provide cover for the Regional Senior Ports Officer as required.
- Co-ordinate and manage operational CT work at any North West Port, on behalf of CTPNW, regionally and nationally.
- To assist in the development and review of Standard Operating Procedures in relation to Port related work.
- To support CTPNW and forces / units within the North West region by providing training and familiarisation on Ports related issues.
- To lead and manage the CTPNW Ports Unit protecting national security through efficient operational activity.

ADMINISTRATION

- Prepare reports on more complex issues as required relating to both operational and policy matters.
- Authorise and monitor annual leave, overtime and expenses ensuring budgets are maximised.
- Manage all aspects of Security within the Ports Unit, including IT, Estate and Personnel.
- Prepare and give briefings to CTPNW staff and other agencies.
- Assist in the monitoring of budgets.
- Maintain an accurate Ports Unit Profile and support the Strategic and Tactical Assessment Process.
- Represent CTPNW on regional and national working groups in relation to Ports related issues, as required.
- Ensure that an accurate Ports Unit Quarterly Performance Return is submitted on time.
- Contribute to the overall management of the CTPNW through involvement in regular meetings relating to Security, Health and Safety, Diversity, Business Continuity and Information Technology.
- Manage seized property/exhibits systems to ensure property is dealt with compliant with policy and legislation.
- Assist in the development and review of Standard Operating Procedures in relation to processes at Ports.
- Support the Strategic and Tactical Assessment Process.
- Participate in the Recruitment & Selection of staff within the CTPNW.
- Prepare and review Health and Safety Risk Assessments on all areas of Port Unit work.

- Prepare and maintain the Ports Business Continuity Plans in compliance with the Civil Contingencies Act 2014.
- Ensure security of Ports Unit.

DEALING WITH PEOPLE

- Maintain regular contact and effective communication with the National Counter Terrorism Police Borders Operations Centre (CTBOC) and the Home Office (HO) on Ports related issues.
- Brief CTPNW Senior managers on operations and any other matters of special interest.
- Liaise with SIO's on investigations.
- Liaise with police officers and police staff from across MERSEYSIDE and other Forces to offer support and advice on Ports related matters.
- Assist and advise CTPNW Command and managers on operational and legislative issues relating to Counter Terrorism activity at Ports.
- Work closely with The CT Border Operations Centre (CTBOC) to ensure a two way flow of information/intelligence to support Ports operations Locally, Regionally and Nationally.
- To work collaboratively with other agencies in order to deliver an effective response and allocation of resources against CT objectives e.g. wider CT network, Intelligence Agencies, UKBF and NCA.
- Maintain regular contact with Manchester Airport Group (MAG) in relation to Port related operational activity and to negotiate and secure the provision of Control Point facilities for the Ports Unit at Manchester Airport.
- Represent the Ports Unit at Manchester Airport Risk Advisory Group meetings with MAG senior management and airport business partners, providing intelligence and guidance to assist in policy making decisions relating to threat and risk at the airport.

OPERATIONAL DUTIES

- Deputise for the Regional Senior Port's Officer.
- Lead and support the operational teams by acting as SIO on more complex enquiries and 'Examinations'.
- Provide management review of 'Examinations' in order to identify potential opportunities to convert intelligence into evidence, and to ensure that at all times, intelligence gathering is undertaken, secured and preserved in a manner, which meets criminal evidential standards.
- To liaise as necessary with the Security/Intelligence agencies in relation to investigations involving National Security and Terrorism.
- Ensure that intelligence coverage meets the needs of the wider CT network, and that processes are in place to identify any intelligence gaps.
- To act as Review officer for Schedule 3 and 7 TACT Detentions as and when required.

- Represent the Port Unit at CTPNW operational planning and intelligence meetings, such as Weekly Tasking and Daily Pacesetter.
- Identify opportunities for community engagement in relation to the impact of Schedule 3 and 7 and other Ports processes.
- Deal with complaints from the public.
- Develop and maintain a professional knowledge of Ports related activity and legislation.
- To act as Review officer for Schedule 3 and 7 TACT Detentions as and when required.
- Co-ordinate and manage operational CT work at CTPNW Ports on behalf of the CTPNW, locally, regionally and nationally.
- Represent CTPNW on regional and national working groups in relation to Ports related issues.

POLICY/ PLANNING

- Develop, review and brief Port Unit Policy, Strategy and Tactics to assist Force and CTPNW Command, other Forces and Agencies in relation to terrorism and allied matters.
- Ensure support and local experience is collated and provided to CTBOC to support CT network required changes in legislation or to protect current powers.

OTHER DUTIES

- To perform any other duties commensurate with the post or rank and ensure the effective operation of the CTPNW Ports Unit.
- To promote and comply with Merseyside's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and Merseyside's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To fully participate in Merseyside's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate MERSEYSIDE policy and procedure.
- To comply with the requirements of Merseyside's policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intranet/SharePoint.
- To promote and comply with Business Continuity Management as it affects MERSEYSIDE in relation to planning and service delivery in compliance with the Civil Contingencies Act.
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights legislation and the Authorised Professional Practice (Information Management). It is the responsibility of all staff and officers to maintain data quality and security. Therefore when inputting, updating and using MERSEYSIDE information, you are to ensure that it is Accurate, Adequate, Relevant and Timely (AART),

and that it is used / disclosed for business purposes only and kept secure. The most current guidance and advice in respect of compliance with the legislation and information / records management standards can be found on the Information Management Intranet site/Information Services SharePoint site.

- Supervisors and managers have the additional responsibility of ensuring that staff undertake the appropriate training and fully understand and apply the required Force policy, procedures and information / records management standards in the course of their duties. Supervisors and managers should ensure that staff / officers understand their responsibilities in maintaining data quality and security and have appropriate processes in place to monitor compliance.

NOTES

This job description records the principal responsibilities of the job at the date shown. The job description will be updated from time to time in conjunction with the post holders to reflect changes.

Officers' applications for this post will only be considered if they have provided a DNA sample for the elimination database.

Please note that we will consider making reasonable adjustments to the above, in line with the Equality Act.

The most up to date version of various MERSEYSIDE policies and pieces of legislation can be found on the Intranet/ SharePoint. Further support and guidance can be sought from the HR Advisory Service or the Information Compliance and Records Management Unit. The most up to date telephone numbers are available on the MERSEYSIDE Intranet.

PERSON SPECIFICATION
Inspector, Senior Ports Officer
CTPNW

Short-Listing Criteria	Essential/ Desirable (E/D)	Assessment of Criteria (how the shortlisting criteria will be assessed)
<u>Qualifications/Education</u> Pass the national accreditation examination for Examining Officer & Review officer for Schedule 3 and 7 TACT. * NIM Intelligence Specialist or NIM Intelligence Managers Course. Recruitment & Selection Course. *	D* D D*	AF/C AF/C AF/C
<u>Experience</u> Evidence of an operational understanding of the diverse communities (of the applicants force) and an ability to evidence delivering a policing response informed by that understanding. Experience in the management and dissemination of intelligence. Experience of developing systems and processes to improve effectiveness and efficiency. Experience of managing staff and team performance and performance systems. Experience of leading a large team. Experience of influence and negotiating with partner agencies at a senior level. Experience of dealing with Health and Safety issues and preparing Risk Assessments. Experience of investigating complex and protracted enquiries.	E E E E E E E D	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF

<u>Knowledge</u> Uses legal knowledge to good operational effect in respect of management of intelligence. Understands policing within the wider context of social issues. Knowledge of National and International affairs in so far as they affect the security of the UK. Knowledge and understanding and application of the National Intelligence Model. Knowledge of procedures and standards required when planning and instigating operations. Knowledge of legislation relating to gathering intelligence e.g. RIPA, ECHR. Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard. Knowledge of CTPNW processes and systems. Knowledge of the Terrorism Act 2000, particularly relating to Ports powers under Schedule 3 and 7. Knowledge of force policy and national procedures in relation to terrorism.	E E E E E E E D D D	I I I I I I I AF AF AF
<u>Skills/Abilities</u> Communication skills that evidence the ability to communicate with staff at all levels of the organisation (and outside of the organisation). Investigative ability. Ability to use all aspects of intelligence databases and willing to learn the IOP's system. Language skills. Please note being multilingual is not essential in the CTPNW, however, it is advantageous to have officers who are multilingual.	E E E D	AF/I AF/I AF/I AF

Other This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting. Full UK driving licence and access to a vehicle for business purposes. Prepared to be flexible in relation to work requirements as necessary and to work abnormal hours when necessary. Prepared to work out of force as required. Officer's applications for this post will only be considered if they have provided a DNA sample for the elimination database. Has achieved a good attendance record.	E E E E E E	AF(E) I I I AF(E) AF(E)
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Key

AF(E)	Eligibility (this will be checked by the recruitment team)
AF	Application Form
C	Certificate
T	Test
I	Interview

Please note:

- Candidates who do not demonstrate on the application form, criteria assessed at eligibility stage (E), may not be considered for short-listing.
- Candidates who do not demonstrate on the application form, criteria identified as essential and being assessed at application form (AF), may not be shortlisted.
- All essential criteria above will also be discussed in Merseyside's - development review process.
- The desirable criteria marked with an asterisk will be desirable at selection stage but will become essential once in post and will be discussed in the development review process.
- A good attendance record will be assessed in accordance with current guidelines. For recruitment purposes this can only legally occur following a provisional offer, at which stage the offer can be rescinded. Consideration will be given to Disability related absence/maternity related absence in line with current guidelines.