

Eastern Region Special Operations Unit



ROLE PROFILE

Role Title:	Operations Planner - Surveillance
Rank/Grade:	Scale 6
Job Family:	Surveillance – ERSOU CTP
Reporting to:	Surveillance/Covert Operations Manager
Main purpose of the role:	To provide a full planning / preparation function and support to the surveillance operations undertaken by the Regional Dedicated Surveillance Team as allocated by the Regional Tasking and Co-ordinating Group and the Security Service. Eastern Region Special Operations Unit - Counter Terrorism Policing (ERSOU CTP) covers the counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk. ERSOU CT command falls under the direction and control of the Chief Constable of Bedfordshire Police, which is the lead force.

Key Responsibilities
• Liaise with customers, determine and advise regarding feasibility of proposed surveillance operations. • Plan, research and collate intelligence to prepare comprehensive briefing packages for surveillance operations ensuring compliance with National Police Chiefs Council (NPCC) Surveillance Manual of Guidance • Present a comprehensive briefing package to the Counter Terrorism Policing (CTP) Surveillance Team prior to each operation to ensure all officers are aware of all details regarding the operation. • Provide support to teams during surveillance operations including evidential log keeping in accordance with NPCC surveillance manual guidance. • To conduct static surveillance across district and Force boundaries, as directed. • Produce intelligence and evidential material from raw surveillance product in line with NPCC Surveillance Manual of Guidance • Provide advice and assistance regarding technical equipment use and suitability for operations with Police and partners.

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
• None	• None

Agile Working	To be decided
Psychological Assessment	Not required
Return on Investment	To be decided
Limited Duties	Not required

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Entry Requirements

- Experience of covert surveillance and photography work is essential.
- The Operations Planner must have a full driving licence or access to a vehicle for work purposes.
- Post holder must have good computer and keyboard skills.

Any other General Requirements/Scope

Section/Location

- ERSOU Counter Terrorism Policing. This post is based in Central Hertfordshire but the post holder will be required to travel for business purposes.

Transport

- This role requires the post holder to have a valid UK driving Licence.
- If using a private vehicle business insurance needs to be organised by the individual.

Hours

- 37 hours per week.

Vetting:

- This post is deemed to be a designated post. Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to development vetting (DV) as per policy, or as advised by the Vetting Unit.

Training

- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Systems

- This role requires the use of the National Secure Network (NSN), National Common Intelligence Application (NCIA) and the National Image Transfer (NIT) database.

Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

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Personal Qualities(Behavioural Competencies)

Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR processes

We are emotionally aware

I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.

We take ownership

I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.

We are collaborative

I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.

We deliver, support and inspire

I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.

We analyse critically

I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

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I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.