



HERTFORDSHIRE
CONSTABULARY

ROLE PROFILE

Role Title:	CTC Camera Operator
Rank/Grade:	(B) Sc5 (C) Sc4 (H) A3 (non-supervisory)
Job Family:	Business Support
Reporting to:	CTC Camera Operations Manager
Main purpose of the role:	Operate and maintain camera technology to deter and detect offending drivers in support of policing plan priorities and ensure prosecutions are processed within statutory time limits.. To provide administrative support to enable the efficient provision of service and court prosecutions where necessary. To contribute to achieving the Force vision, purpose and values for Bedfordshire Police, Cambridgeshire and Hertfordshire constabularies.

Key Responsibilities

- To attend static and mobile camera enforcement sites, as tasked to operate camera enforcement equipment to increase speed limit compliance in furtherance of road safety.
- Maintain camera sites to ensure the effectiveness and evidential credibility of the process.
- Identify offenders and make decisions in accordance with the Hertfordshire Constabulary's Prosecution Policy ensuring that statutory time limits are met.
- To preserve and promote the image of Bedfordshire Police, Cambridgeshire and Hertfordshire constabularies by dealing sensitively with members of the public who question the police policies and activities in these separate areas of promoting road safety.
- To compile files of evidence for those drivers prosecuted before the courts to the evidential standard required by the Crown Prosecution Service and to attend Court when necessary.

Please note that this list is designed to assist the post holder with a greater understanding of what is expected within the role. The post holder may be expected to undertake other duties as required which are not necessarily specified above but are commensurate with the grade of the post. It may be amended from time to time within the scope and general level of responsibility attached to the role.

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
• None	• None

Entry Requirements

Essential

- Computer literate.
- An ability to understand how to maintain and operate camera equipment, etc. within guidance.
- A grasp of IT, and the ability to learn the specific systems of the business;
- An ability to multi task, and work accurately under a degree of pressure;
- An appreciation of road safety issues;
- An appreciation of providing customer service;
- A full UK driving licence, with manual and Category B entitlements
- The post holder will be expected to comply with health and safety requirements, and be physically capable of completing core tasks, including heavy lifting of cameras and operation of camera sites

Preferable

- An appreciation of investigative processes;
- Good communication skills (written and spoken); and
- An appreciation of the workings of the Criminal Justice System.
- Experience and knowledge of cameras and photography, would be advantageous
- Awareness of Traffic Management and Road Safety issues



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Any other General Requirements/Scope

- Staff will be required to work set hours, Monday to Friday.
- If a requirement, for road safety purposes arises to extend working day or shifts staff will be consulted and given due notice.
- The posts are based at the CTC operations satellite locations – Stevenage and Monkswood police stations, but the post holder will be expected to work agilely in the field
- The post holder will be expected to undertake training as and when required, including:
 - Training in IT systems relevant to CTC work.
 - Training and certification in camera systems.
 - Personal Safety Training (PST)
- This role requires the post holder to have a valid UK driving licence and the ability to travel. If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting is required, as advised by the Vetting Unit.
- 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.

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.

Personal Qualities (Behavioural Competencies)

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



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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

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.