

Counter Terrorism Policing North West

JOB DESCRIPTION

| | |
|-------------------------|--|
| POST TITLE: | Counter Terrorism Security Advisor (CTSA) |
| DIVISION/BRANCH: | Cheshire Police Seconded to Counter Terrorism Policing North West (CTPNW) |
| SECTION/UNIT: | Protect and Prepare |
| GRADE: | Seconded to Greater Manchester Police Grade I for the duration of the secondment. |
| RESPONSIBLE TO: | Principal CTSA |
| RESPONSIBLE FOR: | N/A |
| AIM OF JOB: | <p>To identify and assess critical sites across the NW region that might be vulnerable to terrorist or extremist attack, devising and developing appropriate counter terrorism strategies and protective security plans to minimise the impact to the sites and the surrounding communities and promote awareness of such threats by engaging with partnership.</p> <p>To assist Command with policy relating to counter terrorism and allied matters.</p> |

MAIN DUTIES AND RESPONSIBILITIES

- To provide appropriate and effective counter-terrorism and protective security advice to safeguard the population of the NW region, designing policy and strategy for delivery and implementation where required.
- Such advice is required for sites and sectors determined at both national and local levels, and will include a broad spectrum of venues such as crowded places (CP), critical national infrastructure (CNI), hazardous substance sites (HSS), and public realm spaces, as well as the provision of personal security advice.
- In some areas this will require compliance with statutory legislative obligations, particularly with regard to hazardous substances and the Anti-Terrorism, Crime and Security Act, 2001.
- Under the direction of the National Counter Terrorism Security Office (NaCTSO), CTSA's are required to complete detailed and comprehensive written reports including risk assessments and site security surveys, to national standards and influence implementation of the recommendations made.

- Complete, maintain and submit accurate and timely records of work undertaken for monitoring and accountability purposes. This, along with other tasks associated with the role, will require the handling of sensitive information in an appropriate manner.
- The post holder should have the ability to advise on, contribute to and guide large developments, by engaging successfully with architects and planners to encourage the consideration and incorporation of protective security measures.
- Working relationships must be developed to encourage the uptake of prescribed advice, and the post-holder will likely have to work within and overcome financial constraints to achieve this. Though they will have no direct responsibility for finance, they will be expected to identify best-value and seek efficient and effective operating costs within large projects, often using problem solving skills.
- CTSA's serve as a focal point within the police service for counter-terrorism and protective security advice. They are also required to engage with other disciplines, internally and externally, to ensure a coordinated approach to counter-terrorism security.
- CTSA's also support and advise their local force, CTPNW, and NPCC and various Government agencies in the development of strategies, business continuity and the response to incidents and operations related to counter-terrorism and other forms of extremism.
- Post holders must be able to have effective communication skills and professional credibility to influence and persuade key individuals to accept and act upon protective security advice given. To overcome the financial challenges associated with target hardening of vulnerable sites.
- Liaison with Government agencies and offices such as NaCTSO and the CPNI is critical to the role and the post-holder will represent their force, region, and the wider CTSA network in pieces of work that may have a local, national, or international scope/ impact.
- CTSA's are required to promote awareness of the terrorist threat and encourage the uptake of counter-terrorism awareness, advice, and guidance, which may be delivered through presentations and public speaking, often to large audiences. CTSA's must be able to deliver the Action Counters Terrorism (ACT) Awareness products to national standards.
- The post-holder must successfully complete the CTSA Foundation Course upon appointment and is required to maintain occupational competence and accreditation through commitment to ongoing continuous professional development.
- They may also be required to assess the work of peers and encourage peer development through the sharing of best practice.
- CTSA's will be expected to support the Head of CTPNW and / or ACPO in the development of Counter-Terrorism strategies, Business Continuity Plans and in responding to local and national Counter-Terrorism operations.
- The post-holder will also undertake other tasks and duties commensurate with the nature, responsibilities, and grading of the CTSA role and, where occasionally required, the Principal CTSA.
- The post-holder must be willing and able to work flexibly, sometimes outside of office hours, and travel to attend courses across the UK and provide regional resilience across the CTPNW collaboration area.
- The successful candidate will be required to comply with applicable force policies, specifically those related to health and safety, and fairness at work.
- Successful candidates will only be deemed eligible for the role once they have achieved 'Security Cleared' vetting status and will be expected to comply with the requirements associated with this.

General

- To promote and comply with the force policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To comply with the requirements of Merseyside Police policies on Drug and Alcohol testing – requirements in respect of specific posts/ roles are described in the policies which are available on the Intra
- All staff and officers must adhere to and comply with Data Protection, Freedom of Information and Human Rights.
- To carry out such other duties which are consistent with the nature, responsibilities, and grading of the post.

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.

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

LEADERSHIP EXPECTATIONS

The Leadership Expectations is a framework, which describes the attributes, behaviours, and outcomes that are demonstrated by successful leaders across **GMP**. They also describe what all our staff and officers need to deliver in order to achieve the Force's vision "Protecting society and keeping people safe".

The Leadership Expectations will be embedded in leadership training, recruitment and selection, police officer promotion, development programmes and performance reviews.

Our Leadership Expectations are:

Inspiring Others

Listening to, involving and motivating others to take action and behave with courage and integrity

Enabling Change and Improvement

Taking responsibility to solve problems, implement change and make improvements to our services

Developing Yourself and Others

Developing yourself and others to succeed and increase their contribution to GMP

Responsibility for/to the Team

Setting a clear direction and promoting teamwork to achieve high standards of professionalism and performance in all situations however challenging

Working in Partnership

Please Note: As well as assessing candidates against criteria outlined in the Person Specification, the selection process will also include candidate assessment of the leadership expectations.

PERSON SPECIFICATION
Counter Terrorism Security Advisor (CTSA)
CTPNW

| Short-Listing Criteria | Essential/ Desirable (E/D) | Assessment of Criteria (how the shortlisting criteria will be assessed) |
|------------------------|----------------------------------|---|
|------------------------|----------------------------------|---|

| | | |
|---|--------------------------------------|--|
| <p><u>Qualifications/Education</u></p> <p>Previous experience as a CTSA</p> <p>To achieve and maintain professional accreditation and competence as a CTSA through successful completion of the CTSA Foundation Course and subsequent training pathway courses. * ¹</p> <p>Relevant qualifications/education in (one or more of the following): Community Safety; Crime Reduction; Protective Security; Architecture and Design; Counter-Terrorism; Public Speaking; Education/teaching. Or a minimum of 2 years' experience of working within a community safety/ crime reduction or counter terrorism role.</p> <p>Able to demonstrate a positive attitude to education and continuous professional development.</p> | <p>D</p> <p>D*</p> <p>E</p> <p>E</p> | <p>AF/I(C)</p> <p>AF/I(C)</p> <p>AF/I/T(C)</p> <p>AF/I</p> |
| | | |

¹ Complete the national CTSA accreditation process. From December 2013, this requires attaining a certificate of Professional Competence by successfully passing the CTSA foundation course and attaining a certificate of Occupational Competence within two years of that course by successfully completing specific mandatory courses and surveys to national standards.

| | | |
|---|---|---|
| <p><u>Experience</u></p> <p>Experience of liaising, communicating and developing working relationships with external agencies and the business community.</p> <p>Experience of problem solving.</p> <p>Experience of counter terrorist protective security techniques. *</p> <p>Experience of using IT based intelligence systems. *</p> <p>Worked in a customer-focused environment.</p> <p>Experience of delivering presentations/public speaking to audiences of more than 20 people.</p> <p>Experience of handling sensitive information correctly. *</p> | <p>E</p> <p>E</p> <p>D*</p> <p>D*</p> <p>D</p> <p>E</p> <p>D*</p> | <p>AF/I</p> <p>AF/I</p> <p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> |
| <p><u>Knowledge</u></p> <p>Knowledge of current local, national and international affairs, particularly relating to terrorism and extremism, and social and geo-political contexts.</p> <p>Knowledge of basic crime prevention theory and methods.</p> <p>Knowledge of legislation relevant to the role of CTSA, i.e. Terrorism Act, RIPA ATC and Security Act. *</p> <p>Relevant knowledge of architectural design, planning, engineering. *</p> <p>Knowledge of business continuity and resilience.</p> <p>Knowledge of Government Security Classifications.</p> | <p>E</p> <p>E</p> <p>D*</p> <p>D*</p> <p>D</p> <p>E</p> | <p>I</p> <p>I</p> <p>AF/I</p> <p>AF/I</p> <p>AF</p> <p>AF/I</p> |
| <p><u>Skills/Abilities</u></p> <p>Familiarity and capability of working with computers, Microsoft Office software applications, and force IT systems and databases.</p> <p>The ability to complete detailed and comprehensive written reports.</p> <p>The ability to maintain accurate records of work.</p> | <p>E</p> <p>E</p> <p>E</p> | <p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> |

| | | |
|--|----|-------|
| The ability to work individually or as part of team, with minimal supervision, managing and prioritising own workload to meet deadlines. | E | AF/I |
| Understanding of National policy on intruder alarms and CCTV. * | D* | AF/I |
| The ability to apply appropriate security measures, equipment and systems. * | D* | AF/I |
| Other | | |
| Has achieved a good attendance record. | E | AF(E) |
| This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting. | E | AF(E) |
| Full UK driving licence and access to a vehicle for business use. | E | AF/I |
| Willing to learn new systems, procedures, methods and techniques and assist in their implementation. | E | AF/I |
| Willing to work flexibly. | E | AF/I |
| Good physical health in order to survey/visit some sites, which can involve an extensive amount of walking, working at height, accessing small spaces and working outside or in disagreeable surroundings. Some work involves wearing PPE. | E | AF/I |

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 **GMP'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.