

## **GREATER MANCHESTER POLICE**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	Constable, Ports
<b>DIVISION/DEPARTMENT:</b>	Counter Terrorism Policing North West (CTPNW)
<b>RESPONSIBLE TO:</b>	Sergeant
<b>RESPONSIBLE FOR:</b>	N/A
<b>AIM OF JOB:</b>	<p>To gather, collate and disseminate high quality intelligence in order to counter terrorism, proliferation, espionage and serious and organised crime.</p> <p>To ensure that the provisions of the Terrorism Act 2000 and associated legislation are complied with and to provide assistance and guidance to staff dealing with persons under this legislation.</p> <p>To provide appropriate support to security service and other counter terrorism units.</p>
<b>TENURE OF POST:</b>	Minimum of 2 Years
<b>HMIC CATEGORY:</b>	Operational

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **DEALING WITH PEOPLE**

- Disseminate intelligence appropriately to relevant agencies.
- To identify opportunities to cultivate intelligence sources.

##### **OPERATIONAL DUTIES**

- Ensure provisions of the Terrorism Act 2000 are complied with in respect of passenger movement at the airport.
- Physically profile inbound and outbound passengers at the control points.
- Examine and, where necessary, detain person(s) and unaccompanied freight under provisions of the Terrorism Act 2000.
- Detect the importation of subversive material and, in liaison with Uniform Section staff, HM Revenue and Customs and UK Immigration Service, take appropriate action.
- Research using available databases, create and submit for dissemination Port Intelligence Reports (PIR) using the NCIA database system.
- Create and disseminate intelligence using National Intelligence Reports and the Force Intelligence System.
- Forge contacts with partner agencies and adopt a multi-agency approach to achieving objectives.

- Provide assistance as required to ensure the safe passage through the Port, of members of the Royal family, government ministers and other VIPs.
- Proactively identify and, deal appropriately with criminals traveling through the Airport.
- Gather intelligence regarding crime affecting the Port and cargo in transit.
- Identify opportunities to provide partner agencies with intelligence to counter, Terrorism, Proliferation, Espionage and Serious and Organised crime.
- Provide appropriate advice and intervention in the investigation of offences of Child abduction.
- Identify and intervene in instances whereby individuals appear to be leaving the country for the purpose of a forced marriage.
- Identify and intervene in instances where passengers appear to be victims of human trafficking or modern day slavery.
- Visit regional aerodromes, landing sites, freight yards and dock yards at regular intervals to ensure compliance with the Terrorism Act 2000 and deter, disrupt and detect offences in connection with Terrorism and Serious and Organised Crime.
- Identify and seize cash that is suspected to be recoverable property, which is intended for use in unlawful conduct or for use in terrorist activity from individuals travelling through Ports.
- Assist in the provision of effective Border security with Partner Agencies.
- Comply with the National Crime Recording Standard and minimum investigative requirements.

## **OTHER**

- To promote and comply with GMP's policies on health and safety both in the delivery of services and the treatment of others.
- Comply with and promote equality legislation and GMP's policies on diversity and equality. Take steps to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.
- To fully participate in GMP's development review process.
- If you have responsibility for staff; to manage staff development, performance and attendance using appropriate GMP policy and procedure.
- To comply with the requirements of GMP'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.
- 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 GMP 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 GMP 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 GMP Intranet.

## **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 have been removed.**

The **Constable, Ports** has been identified as: **A Peer Leader**

**PERSON SPECIFICATION**  
**Constable, Ports**  
**CTPNW**

<b>Short-Listing Criteria</b>	<b>Essential/ Desirable (E/D)</b>	<b>Assessment of Criteria (how the shortlisting criteria will be assessed)</b>
<p><b><u>Experience</u></b></p> <p>Experience in the compilation and writing of complex reports/files.</p> <p>Experience in the submission of detailed intelligence reports through the National and Force intelligence systems.</p> <p>Experience of liaising and working in partnership with outside agencies.</p> <p>Experience in conducting complex research using police databases and open source material.</p> <p>Aware of search and forensic techniques e.g. preservation of exhibits and contamination issues.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<p><b><u>Knowledge</u></b></p> <p>Interest in and knowledge of world affairs, pertaining to the global threat of Terrorism.</p> <p>Knowledge of the Terrorism Act 2000 and in particular police powers at ports and borders.</p> <p>Pass the National Examining Officer Accreditation Course for Schedule 3 &amp; 7. *</p> <p>Knowledge of the Child Abduction Act. *</p> <p>Knowledge of legislation relating to the gathering of intelligence e.g. RIPA and HRA.</p> <p>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.</p> <p>Knowledge of the workings of the National Intelligence Model.</p> <p>Practical knowledge of the Home Office Counting Rules for Recorded Crime and the National Crime Recording Standard.</p>	<p>D</p> <p>D</p> <p>D*</p> <p>D*</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>I</p> <p>I</p> <p>C</p> <p>I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p>

Language skills. Please note being multilingual is <b><u>not</u></b> essential in the CTPNW, however, it is advantageous to have officers who are multilingual.	D	AF/I/T
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<b><u>Skills/Abilities</u></b>  Effective interview techniques.  Uses legal knowledge to good operational effect.  Effectively applies a wide range of Force operational procedures.  Keyboard and computer skills, including experience of inputting records, creating reports, retrieving information, researching databases.	E  E  E  E	AF/I  AF/I  AF/I  AF/I
<b><u>Other</u></b>  Has achieved a good attendance record.  This is a designated post under the Force Vetting Strategy and the post will therefore attract an enhanced level of vetting.  Officer's applications for this post will only be considered if they have provided a DNA sample for the elimination database.	E  E  E	AF(E)

### **Key**

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

### **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.