

Job Description Template Guidance

This guidance is designed to assist line managers in the preparation of a job description including amendments.

Job descriptions should be no more than four pages when complete.

Where you are amending an existing job description you need to make the changes using **Track Changes**.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

A Post Details	
Job Title: Technical Surveillance Officer (Permanent)	Grade: A006 / PC
Department: Technical Surveillance Unit / A-Division Covert Policing	Division: Select Division
Reports to: Technical Surveillance Manager	Contract Type: Select Contract Type
Level of Vetting: Security Check	Numbers in Post: 1
B Purpose of the Post	
<p>The post holder will provide technical options and solutions including the subsequent installation and deployment of technical assets in support of the prevention and detection of crime ranging from volume crime to National Intelligence Model (NIM) Level 3 Criminality.</p> <p>The post holder will be required to provide cover for other TSO's when unavailable or as assigned via the current force tasking process and/or TSM. Assist the DTSM in more challenging and complex technical surveys and deployments.</p>	
C Dimensions of the Post	
<p>Financial – Direct or Non-Direct: Responsible for making recommendations regarding the purchase, maintenance and disposal of technical surveillance equipment required for the support of the TSU. Responsible for making small purchases on GPC. Manage and complete financial records in relation to personal issue GPC and other expenses in line with procurement and force policy. Responsible for sourcing quotes.</p> <p>Staff Responsibilities – Direct or Non-Direct: Supports and trains new colleagues. Provide advice and guidance to force personnel in respect of technical surveillance equipment and tactical options.</p> <p>Statistical Data: Assist in the compiling of reports on TS deployment / TS equipment in BTP.</p>	

D Principal Accountabilities

Maintain a vetting level of at least Security Check 'SC' clearance and be subjected to internal vetting procedure.

Maintain a Technical Surveillance license to lead Level 1 TS deployments

Complete and maintain mandatory training and qualification / competencies to fulfill the role.

Provide advice on technical solutions to senior investigating officers during the tasking and coordination process, carrying out planning and preparation of techniques and equipment to satisfy the objectives of an agreed investigative strategy.

Maintain a comprehensive knowledge of relevant current legislation and operating standards.

Complete site surveys, feasibility assessments, installation, maintenance and extraction of technical equipment according to tasking requirements and legal frameworks.

Obtain and secure expert and professional evidence/intelligence from technical surveillance equipment, ensuring all work is performed within the requirements of the legal framework and to ensure evidential robustness.

Conform to national standard operating procedures to protect the security and integrity of operations, the security of techniques and equipment and the safety and security of all personnel connected in any way with the technical solution.

Liaise and provide detailed oral and written feedback concerning the evaluation of technical equipment used by BTP and other agencies in the development of all aspects of technical surveillance, making recommendation to force in terms of products and suitability in relation to BTP priorities.

Develop and maintain partnerships with internal and external stakeholders to provide innovative technical solutions to identified problems.

To maintain a fully auditable record of all technical equipment held within the TSU. Ensure all Technical assets held, purchased, utilised, loaned are accounted for, approved and fit for purpose and are recorded in an auditable way within the current force electronic TSU database.

Maintain a working knowledge and understanding of new and evolving crime threats and priorities; and current best practice to tackle these in order to enable a pro-active and preventative approach.

The post holder will have access to TSU vehicles and is expected to maintain the vehicle in line with fleet policy.

The post holder will have a personal issue GPC and is expected to complete records in line with GPC policy.

Undertake any additional duties commensurate with the grading and responsibilities of the post under direction of line management.

To provide specialist advice and assist with problematic CCTV downloads when other avenues have been exhausted.

E Decision Making

Decide technical options and solutions including the subsequent installation and deployment of technical assets

Prioritise and plan own work.

Conduct risk assessment and dynamic risk assessments of environment, personnel and equipment. Making decisions on the risk involved in deploying a technical surveillance system(s).

Liaise and provide detailed oral and written feedback concerning the evaluation of technical equipment developed in conjunction with other agencies in the development of all aspects of technical surveillance, making recommendation to force in terms of products and suitability in relation to BTP priorities.

F Contact with Others

Internal:

All BTP Police officers and Support Staff.

Frequent contact will include:

TSO's

Covert Investigations Unit

Procurement, Finance and commercial Depts,

Vehicle Fleet

Learning and Development

I.T

CAB Office

Sensitive Source Unit

Investigating Officers

External:

The post holder will be required to consult with other Force Technical Surveillance Officers and other Force Technical Surveillance Manager, this may include attending National, Regional, local and Force meetings to share best practice and support to operations when required.

Suppliers of technical surveillance equipment.

Suppliers of CCTV equipment.

Suppliers of alarm equipment.

Suppliers of I.T equipment.

Other approved force suppliers.

Home Office Police Technical Surveillance Units.

Other authority TSU's.

Staff from IPCO.

Local authorities.

Private contractors to Local Authorities.

Chiltern Transport Consortium CTC

Members of public in connection with installing equipment within their houses / work premises.

Single Points of Contact for equipment installations including Local Authorities and TFL.

Key stakeholder partnerships including Train Operating Companies (TOC's) and Network Rail (NWR)

Private contractors to the TOC's and NWR.

G Essential Criteria
Qualifications and Training:
<p>Must possess Full UK Driving License and be willing to undertake and pass the category C driving standard if required.</p> <p>If not already vetted to Management Vetting (MV) Level be willing to undertake and must pass this level of security vetting.</p> <p>If not already vetted to SC Level be willing to undertake and must pass this level of security vetting.</p>
Experience:
<p>Understand Police Force structures, methods and operations.</p> <p>Ability to learn basic Knowledge in remote transmission and telemetry systems for i.e:</p> <ul style="list-style-type: none"> • Microwave TX & RX systems; • IP/ISDN/ADSL based systems; • Mobile network based systems. <p>Ability to learn basics in CCTV systems including analogue, digital, wireless, I.P and fiber optic.</p> <p>Ability to learn basics in alarms systems.</p> <p>Ability to learn basics in battery systems.</p>
Skills:
<p>Able to be able to problem solve and fault find.</p> <p>Able to analyse and break down a complex problem into component parts and determine appropriate action.</p> <p>Able to appropriately prioritise and plan own work.</p> <p>Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work.</p> <p>Able to set out logical arguments and provide advice clearly, adapting language, form and message to meet the needs of different people / audiences. Demonstrate excellent verbal and written communications skills to incorporate an element of analytical capability.</p> <p>Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.</p> <p>Able to interpret and apply guidance to a specific activity.</p> <p>Experience and demonstration of working with electricians with the ability to gain or hold an electrical qualification.</p> <p>Experience and demonstration the use of soldering equipment.</p> <p>Experience and demonstration the use of power tools.</p> <p>Experience and demonstration of Competent tradecraft skills.</p> <p>Able to work at height. Able to work in confined spaces.</p> <p>Display initiative and act with the upmost discretion. Be self-motivated with the ability to work unsupervised or as part of a team. Be flexible in their work showing initiative to act with discretion whilst carrying out their duties.</p>

Knowledge:
<p>Knowledge and experience in Microsoft products. Ability to learn basic Knowledge or IP networks and networking.</p>
Desirable criteria:
<p>Successful completion of the college of policing National TS Courses Hold at least a Level 1 Technical Surveillance License Thatchams SRS-SRS1 Trim Vehicle training Surveillance Awareness trained Disclosure trained in relation to the protection of covert tactics Knowledge and experience of server installation, maintenance and IP networks and networking. Knowledge and experience of Linux product. Knowledge and experience of design and installation of CCTV systems including analogue, digital, wireless, I.P and fiber optic. Knowledge and experience of design and installation of alarms systems. Knowledge and experience in the use, maintenance and design of batteries and battery systems. Knowledge of the electromagnetic spectrum and radio frequencies. Experience and demonstration the use of 3D printing, vacuum forming and laser cutting equipment. Experience of satellite communications-based systems Knowledge and experience in the use, maintenance and design of renewable energy and off-grid systems. Electrical qualification - MC1 Mains Compliance Test BTEC Electronic Principles BTEC Lv3 in electronics or equivalent experience. Portable Appliance Test (PAT) Trained. RF Hazards Awareness MATS Rigging Light Lifting MATS Tower Climber & Rescue Working at Heights Rope, Ladder & Roof Access Network Rail Personal Track Safety Network Rail Individual Working Alone First Aid at Work Trailer Towing Understand Health and Safety regulations. The Regulation of Investigatory Powers Act 2000, IPA 2016, Police Act 1997 and ECHR Legislation with regards to the work undertaken.</p>
H Additional Information

This is a demanding role with requirements to work flexible hours, evenings and weekends, on occasions at short notice during unsocial hours and in challenging circumstances including inclement weather. TSO's are required to assess site information and work dynamically to find the most appropriate technical solution to support operations to a successful conclusion. The post holder is required to undergo many training courses to ensure their competence within the role. The remit is a national one. The post holder will be expected to travel extensively with a purpose built TSU vehicle and will have associated overnight stays away from home. The post holder could be faced with challenging situations during deployments that requires them using their initiative and training received. TSO's are to act with the upmost discretion to maintain operational security.

For Panel to complete only:

Line Manager Approval: (this is only signed off when the line manager has approved the final version)

Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)

Date: [Click or tap to enter a date.](#)

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission