



ROLE PROFILE

Role Title	Surveillance Sergeant	Reporting to	Inspector – Surveillance
Section	Ops Support	District/Department	CTP NE
		Rank/Grade	Sergeant

Part A – JOB DESCRIPTION

Overall purpose of role	To organise, supervise and command surveillance operations and covert technical deployments. To develop individual officers and team in all methods of covert policing. To support Counter Terrorism operations in line with the Departmental Business Plan and CTP HQ Guidelines.
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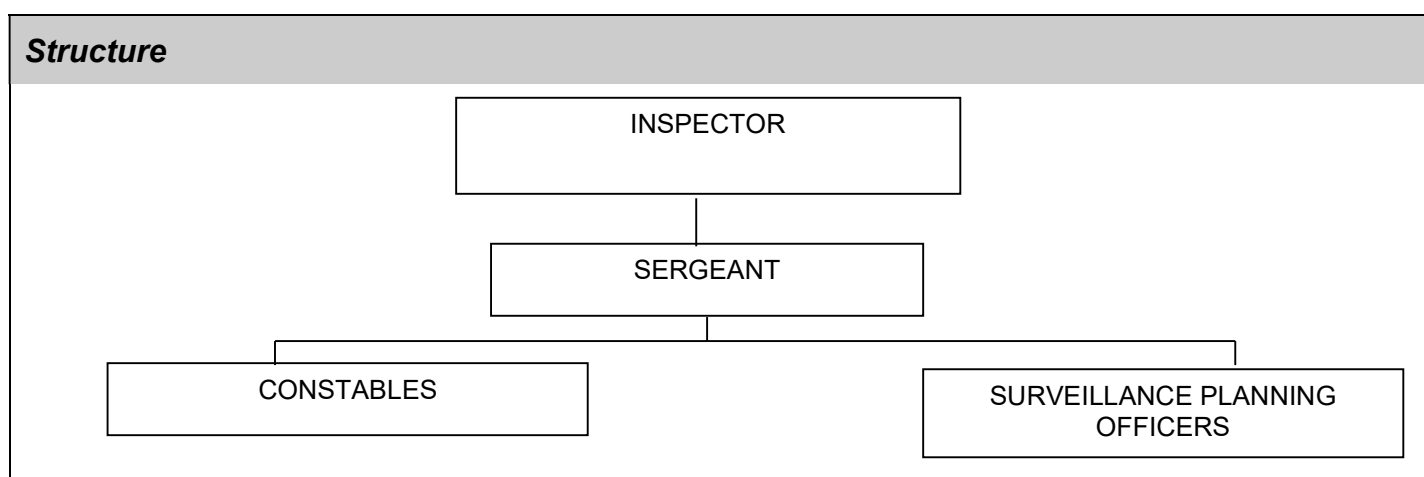
Key outputs for role –
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes2. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.3. Responsible for the development of all operational, planning and administrative staff under their command, including the settling of standards, maintaining discipline, PDR, addressing welfare issues and identifying training and development needs.4. Plan, organise, supervise and command surveillance operations and covert technical deployments.5. Identify surveillance training needs relevant to the department ensure that sufficient trained personnel are maintained within the unit.6. Supervise and co-ordinate the provision of suitable vehicles and equipment for CTP NE Surveillance Fleet.7. Maintain liaison with the Security Services and other National or policing organisations.8. Oversee the preparation, planning and briefing processes, ensuring briefing officers provide a comprehensive package to the Surveillance Team prior to each operation.9. To attend or secure attendance by a unit representative at the CTP NE Process meetings – DIMM and weekly tasking.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• Direct supervision of up to 15 Constables, 4 planning Officers• Submit Security Service and Police reports• Constraints imposed by legislation, guidelines and policy

Work/Business contacts
Internal: Inspector (Surveillance)
External: Security Service and other Intelligence Agencies, NCA, Intelligence Development and Surveillance Commanders in other CTP Units and CTIUs

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
<ul style="list-style-type: none"> Holder of current National Surveillance course accreditation or has an ability to successfully complete a National Surveillance course 	Essential
<ul style="list-style-type: none"> Current Advanced Car Driver or previous advanced driver who has an ability to successfully regain the qualification after additional training 	Essential
<ul style="list-style-type: none"> Has basic knowledge of Log Keeping procedures and disclosure issues 	Essential
<ul style="list-style-type: none"> Has experience of and can conduct covert investigation of serious crime 	Essential
<ul style="list-style-type: none"> Has basic knowledge of surveillance as an investigation tool and the relevant authorities 	Essential
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> No noticeable striking physical features 	Essential
<ul style="list-style-type: none"> Willingness and ability to undertake long and anti social working hours often with changes being made at short notice 	Essential
<ul style="list-style-type: none"> Willingness and ability to travel and work throughout the NE Region and UK for potentially extended periods 	Essential
<ul style="list-style-type: none"> Full UK/European car driving licence 	Essential
<ul style="list-style-type: none"> Willingness and ability to undergo MV & SC vetting 	Essential

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> Has successfully completed initial regional and national counter terrorism courses where appropriate Detailed knowledge of counter terrorism operating procedures Experience in the technical requirements of covert intelligence gathering Implements best practice gained from Regional and National Surveillance User Groups Detailed knowledge of log keeping procedures and disclosure issues Detailed knowledge of CTP NE Surveillance Standard Operating Procedures Has completed training in the use of photographic and technical surveillance equipment



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 2 – Supervisor/middle manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is seen by contacts, both inside and outside the Force, as an expert source of information on CTP NE matters

PART D – CORE CAPABILITIES (Police Officer Roles Only)

This role requires a post holder to be able to generally demonstrate the core capabilities specified below.

Core Capability	Core Capability Required (Yes / No)
a) Sit for reasonable periods, to write, read, use the telephone and to use (or learn to use) IT;	Yes
b) Run, walk reasonable distances, and stand for reasonable periods;	Yes – ability to pass surveillance course and carry equipment
c) Make decisions and report situations to others;	Yes
d) Evaluate information and to record details;	Yes
e) Exercise reasonable physical force in restraint and retention in custody;	No
f) Understand, retain and explain facts and procedures; and	Yes
g) The ability to work the full range of shifts	No – unsocial shifts including weekend, working nationally and on extended tours.

PART E - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	MV and SC
Date accepted as a role profile	