



Role Title	Counter Terrorism Awareness Advisor (CTAA)	Reporting to	CTSA Supervisor
Section	Ops Support	District/Department	NE CTU
Tenure		Rank/Grade	Scale 4

Part A – JOB DESCRIPTION

Overall purpose of role	To deliver CT protective security awareness advice to Crowded Places (CP) , Hazardous Sites and substances (HSS), Critical National Infrastructure (CNI) and other sites, to secure environments from terrorism and extremism
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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 and Force Purpose and Values, taking appropriate action to ensure that all your team members do likewise.2. Design and present varieties of counter terrorism awareness advice to a number of environments including Crowded Places (for example large retail shopping centres), Hazardous Sites and Substances sites (for example industrial process site using radiological sources) and Critical National Infrastructure (for example a key source of national energy supply). Ensure the prioritization of work and identification of vulnerabilities at these sites together with the CTSA Supervisor.3. Ensure the correct use of national counter terrorism products designed and tailored for each audience. Use your experience and knowledge to manipulate these products to ensure relevancy to the needs of that audience. Prioritise tasks (National, Regional and Local), signposting where appropriate, to other relevant stakeholders and websites, with the support of the CTSA Supervisor.4. Liaise, engage and influence key operational stakeholders to ensure effective advice is given in tandem with the CTSA Supervisor, ensuring duplication of effort is minimized and clarity and consistency of advice is maintained. On occasion this will include signposting to other relevant stakeholders and websites, with the support of the CTSA Supervisor.5. In liaison with other CTAA posts and the CTSA Supervisor prioritize tasks with relevance to their urgency and source, including local, regional and national tasks. Ensure your time is effectively spent across the region and that deadlines are met with maximum efficiency.6. On a frequent basis ensure you are up to date with emerging intelligence relating to domestic extremism, for example environmental protests on a national level, being able to transfer that knowledge into counter terrorism products on a local or regional level and ensuring colleagues are also informed.7. Complete, maintain and submit accurate and timely records such as Management Information Returns (MIR) for Counter Terrorism performance, records of activity at sites and contact databases. Ensure that all data kept is in line with current legislation around Data Protection and protective marking schemes.8. Maintain and develop professional capability as a CTAA. This will require attending mandatory training courses and maintaining a good knowledge of CT awareness products. Maintain knowledge of extremist groups, attack methodologies and current affairs relating to terrorism and extremism.9. Maintain strict confidentiality relating to the knowledge you gather through the performance of your duties/role. Ensure security of information and physical assets.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• The dimensions of this post are determined by NECTU. Interaction and liaison with cross agency and cross sector operational managers. Working with national CT operatives and regional colleagues in relation to the Government's Contest strategy re Protect and Prepare strands.• Flexibility to attend various sites (CP, HSS, CNI) and events, in own and other Force areas, at direction of CT Manager, to provide regional resilience. CTAA will not attend those parts of hazardous sites that require associated safety equipment or training; CTSA are trained and equipped for those areas (e.g. radiological dosimeter).

Work/Business contacts

Internal: All Police Divisions and Departments

External: Stakeholders will include representatives from industry, government and emergency services, including the police family, Security Service, NDEIU, other Forces, Prosecuting Agencies, NCA, HM Revenue & Customs CHIS, other external agencies both voluntary and statutory

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

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| • Knowledge of Data Protection, Protective Marking Schemes and working knowledge of intelligence systems. | Essential |
| • Clearly evidenced written and verbal communication skills. | Essential |
| • Evidence of competent IT skills, specifically Word, Excel and Power Point. | Essential |
| • Ability to undertake research and analyse information. | Essential |
| • Ability to manage own workload, have proven organisational skills and ability to self-motivate | Essential |
| • Must attend the role specific training course run by the National Counter Terrorism and Security Office and achieve competency. | Essential |
| • Experience of designing, developing and delivering counter terrorism presentations competently to a wide audience. | Desirable |
| • Knowledge/experience of counter terrorism or of crime prevention, architectural design, planning, or engineering that is relevant to Crowded Places, Hazardous Substance Sites or Critical National Infrastructure locations. | Desirable |

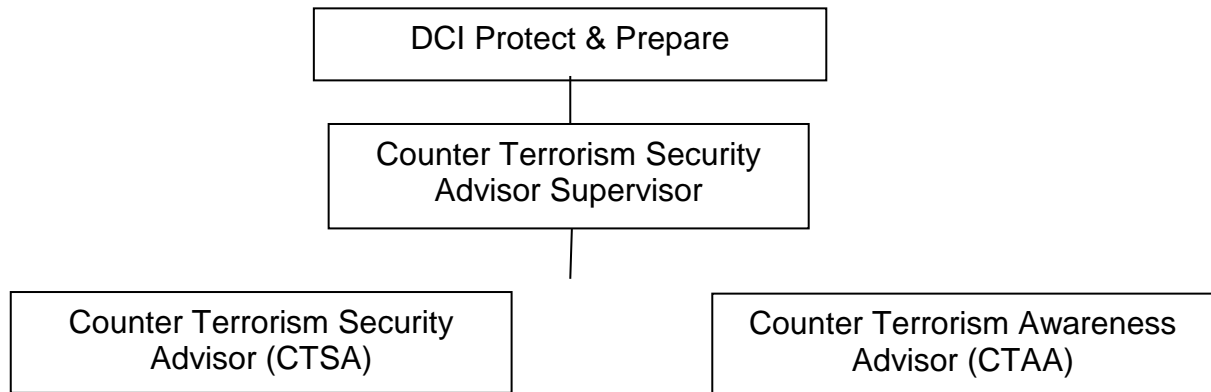
Other (Physical, mobility, local conditions)

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| • Be prepared to travel extensively throughout the North East Policing Region. | Essential |
| • The successful applicant will hold or achieve MV/ SC clearance security vetting | Essential |
| • The role will require flexible working hours with the possibility to provide weekend cover | Essential |
| • Hold a current UK driving licence or the ability to access remote/isolated venues | Essential |

Expertise in Role - After initial development - Level 2

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| • Has attended and successfully completed the NaCTSO CTAA training programme. |
| • Has demonstrated an ability to deliver the technical skills in Protective Security Methodology |
| • Has developed an understanding of the role of CTU and the Security Service |
| • Has gained a working knowledge of the relevant sections of the Crime and Security Act 2001 |

Structure



PART B – PERSONAL QUALITIES

Policing Professional Framework - <https://skillsforjustice-ppf.com/personal-qualities/>

Practitioner

Constable and police staff practitioners

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is recognised and used as an expert at researching, preparing and delivering CT Awareness product to a wide variety of audiences.

PART D - 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	2016