



<b>Role Title</b>	Bench Technical Officer	<b>Reporting to</b>	Senior Technical Officer
<b>Section</b>	Force Technical Support Unit	<b>District/Department</b>	Protective Services, Crime
<b>Tenure</b>		<b>Rank/Grade</b>	SO1

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To provide specialist support and technical assistance with covert and overt surveillance operations working with West Yorkshire Police and other regional and national law enforcement agencies and to assist in the detection and prevention of serious crime and terrorism.
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>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 processes.</li><li>2. Undertake diagnostic fault finding and repair to component level of a variety of audio, video and radio equipment, testing in accordance with manufacturer's specifications and Health &amp; Safety Regulations (PAT Testing)</li><li>3. Responsible for preparing and checking equipment subsequent to deployment and checking the same on its return</li><li>4. Identify equipment needs and as a result evaluate new equipment from suppliers and design and construct audio, video and radio prototype equipment that will assist in evidence gathering.</li><li>5. Provision of technical advice on facilities and equipment available to potential end users or investigating officers at all levels to meet operational requirements.</li><li>6. Installation, repair and servicing of vehicle based technical equipment including the mapping of portable PC software.</li><li>7. Copying and enhancement of audio products.</li><li>8. Maintain a stock control system for the ordering of consumables, liaising with suppliers and raising orders as appropriate.</li><li>9. Assist the Technical Officers on technical deployments and lectures as and when required.</li></ol>

<b>Dimensions</b> (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"><li>• Responsible for the maintenance and operational readiness of all equipment belonging to the technical support unit in order to meet the requirements of projects tasked by Senior Police Officers.</li><li>• This consists of over 500 items of technical equipment, valued in excess of £400,000.</li></ul>

### **Work/Business contacts**

**Internal:** Available for advice, information and guidance to all members of the Force at all levels. Advise Senior Investigating Officers and Crime Managers in every Division and Specialist Departments regarding possible options relative to this task.

**External:** Liaise with Regional Technical Support Unit. Liaise with National Technical Support Unit. Liaise with National Crime Intelligence Services (NCIS). Contact by telephone and personally visit equipment manufacturers and suppliers.

### **Expertise in Role Required (At selection - Level 1)**

#### **Essential or Desirable**

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|---|-----------|
| • Proven broad range background in an electronics/radio organisation.               | Essential |
| • HNC/City and Guilds in Radio and/or Electronics or equivalent qualification.      | Essential |
| • Basic knowledge of and ability to operate computerised systems such as databases. | Essential |
| • A basic knowledge of current Police procedures                                    | Desirable |

### **Other (Physical, mobility, local conditions)**

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|---|-----------|
| • Capable of repairs to surface mounted components.   | Essential |
| • Able to adopt a flexible approach to work pattern and occasionally be prepared to work unsociable hours sometimes at short notice | Essential |
| • Current and full UK/European driving licence required.  | Essential |

### **Expertise in Role - After initial development - Level 2**

- Keeps up to date with changes affecting own role.
- Has a detailed knowledge of all systems and procedures within the Technical Support Unit.
- Has built up a network of key internal and external contacts.
- Is a recognised source of advice regarding the use of technical equipment and has credible specialist knowledge relating to the same.
- Has successfully completed PAT Testing training

### **Structure**

Senior Technical Officer

Bench Technical Officer

## 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](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 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### **Expertise in Role (Advanced - Level 3)**

- Uses and applies knowledge to deliver new ideas/technologies into the department.
- Displays expert knowledge in the use of technical equipment utilised throughout the Force and is recognised as an expert in that area by others.
- Is able to combine own knowledge with that of others to provide expertise and thereby instil confidence in users of the department.
- Actively seeks out innovative solutions to move the role/department forward.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	