



JOB DESCRIPTION

Title – Security Advisor

Version - 2 Date - 29/01/2016

Post Number:	XS317
Grade :	PO
Weekly Hours:	37
Department:	EMSOU Command
Status:	Established
Responsible To:	Detective Superintendent
Responsible for:	Premises Officer
Location Workbase:	M1 Junction 27
Job Role /Purpose:	<p>The Regional Operational Security Advisor (OPSY) will provide an independent source of specialist covert law enforcement and risk management expertise. Their primary roles will be, to support senior investigators in the planning and delivery of investigations using covert law enforcement tactics with an emphasis upon risk management / assessment. To ensure that regional assets including staff, capabilities, intellectual property and organisational reputation are appropriately protected. To be a key role within the region in the management and avoidance of compromise and the de-confliction of blue on blue issues. To review operational compromises as and when they arise to identify issues and to provide recommendations to improve policy and operational practice. To provide an effective link with anti-corruption capabilities within the region to ensure appropriate risk mitigation is in place to counter the risk of corruption and insider threats.</p>
Contacts:	Click here to enter text.
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person specification

Knowledge, skills & abilities

Essential Criteria

A clear definition of the necessary criteria.

POLICE – STAFF

Essential knowledge:

Educated to degree level or equivalent or demonstrate the experience of working to that level./ Must have successfully attended the COP operational security officer training course or be prepared to attend.

Work Experience:

Detailed knowledge of covert law enforcement, criminal investigations and the management of risk at a Senior Management level.

Personal / Interpersonal Skills, Aptitudes:

Comprehensive knowledge of legislation, national standards and good practice on all areas of covert/overt policing.

Experience to effectively communicate and manage relationships at all levels and within a partnership environment.

Highest standards of personal integrity and aptitude to digest complex operational plans, manage highly sensitive information within the government protective security guidelines.

Experience and operational credibility to influence key decisions at a senior level within the covert/overt law enforcement environment.

Demonstrate effective communication both in writing and orally and the ability to exercise initiative within this specialist field.

Demonstrate flexibility and ability to work under pressure to meet deadlines, using their own initiative to prioritise workloads and progress issues, without recourse to line management.

Experience of producing and delivering reports at a strategic level.

Special Skills:

Possess IT skills, including literacy in common software packages such as Microsoft word, Excel and PowerPoint.

Must be flexible in approach to working hours and location.

Must be security vetted to SC/MV level, or be prepared to undergo such vetting/ Hold a full driving licence and have use of own vehicle for work purposes (reasonable adjustments considered under the Equality Act 2010) & be prepared to travel if required.

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

N/A

Work Experience:

N/A

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

N/A

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

To be aware of and be updated on current legislation including Human Rights Act, Regulation of Investigatory Powers, Police Act, Data protection Act, Freedom of Information Act, and other legislation relative to the role.

To act as the Single Point of Contact (SPOC) with the Office of Surveillance Commissioners, and other outside bodies and agencies and provide appropriate responses to recommendations made in relevant reports.

Responsible for all aspects of operational security including physical, personnel, assets and information technology.

Improve and enhance service security around covert/overt operations.

Review covert/overt methodology, at all levels within the organisation, to ensure that standards and practices are met and maintained.

Promulgate best practice in relation to operational Security.

Undertake independent reviews and inspections of the operational use of intelligence.

To provide expert advice and propose solutions in risk assessing covert/overt activity to ensure an appropriate risk reduction strategy is in place and support activity by introducing operational risk management regimes.

Provide pragmatic solutions to operational problems as well as possessing the necessary interpersonal skills to influence corporate stakeholders. The post holder will be able to work under minimal supervision maintaining his or her own motivation at all times.

Communication:

To liaise with other Law Enforcement agencies to obtain good practice and share resources to ensure the best possible service for the organisation.

To provide presentations on best practice to courses and training events in order to raise the awareness of both overt/covert operational security to educate the Unit of the OPSY role.

POLICE – STAFF

To represent EMSOU at regional and national level on all matters appertaining to covert operations, policy and tactical development.

Administration:

Where appropriate, produce written risk assessments for the organisation and/or senior management to assist in the process of authorising high-risk deployments

Establish and promote systems and processes ensuring good practice and common standards are shared and implemented across the organisation.

The role holder will develop or utilise a database to capture all reports of compromise or failure involving covert policing techniques and / or methodology.

Identify and review threats to investigations. Recommend and monitor countermeasures, including assessing operational risks associated with other Force/Agency activity, which impact upon operational activity.

To provide the national overview regarding trends, operational risks, criminal proficiency and a summary of the increasingly sophisticated criminal activity, relating to covert activity.

Ensure that all reported compromises involving covert tactics are submitted for inclusion on the National Compromise Database.

To assist in ensuring that ethical processes, practices and procedures exist within the key intelligence areas of the Unit in relation to the core responsibilities of the department.

To assist in the development of policy and standard operating procedures (SOP's) for the Unit within the framework of a comprehensive strategic policy for the management of covert resources.

To assist with the identification of training needs in relation to covert/overt policing and co-ordinate its implementation.

Prepare reports and identify recommendations on the integrity and security of covert/overt operations, policy and processes to ensure improvements are introduced.

To carry out intrusive thematic inspections on covert/overt methodology within identified investigations, identifying areas of good and bad practice.

To liaise with host forces Information Asset Owners and Data Protection leads to ensure and coordinate compliance against the Data Protection Act, the General Data Protection Regulation (GDPR) and Authorised Professional Practice for the Management of Police Information.

To liaise with HMIC, the Office of Surveillance Commissioners, the Office of the Interception of Communications Commissioners, the Office of Data Communications Commissioners, the Investigatory Powers Tribunal, the Information Commissioners Office and the Criminal Cases Review Board, in respect of inspections, reviews and tribunals.

The post-holder will follow up on reviews, which have been completed to ensure that recommendations have been considered or implemented.

General:

POLICE – STAFF

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role

Other:

N/A

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Social responsibility

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Management Vetting (MV)
- 2) Security Check (SC)
- 3) N/A

Date line manager checked vetting level needed 23/01/2017

Car User: Yes ☐ / No ☒ - Essential /Casual Allowance *{per mile / day etc}*: [Click here to enter text.](#)

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ N/A.

Additional Information: N/A

Reasonable adjustments

[Click here to enter text.](#)

