

GWENT POLICE ROLE DESCRIPTION

TITLE OF POST:	Operational Security Advisor (OPSY)
LOCATION:	Police Headquarters
RESPONSIBLE TO:	Detective Superintendent (AO) HQ CID
RESPONSIBLE FOR:	Tactical Support of Covert Policing
Grade:	SO1
Vetting Level:	MV/SC
Fixed/Field/Flexible:	Flexible

MAIN PURPOSE OF JOB: The OpSy is an independent advisor with the strategic objective of reducing the Law Enforcement Agency operational security risk, advising on the security, integrity and ethical conduct of all law enforcement techniques, particularly covert tactics. OpSys will seek to implement and maintain consistency in standards of security and practice in accordance with legislation, national guidelines and local policy. OpSys will validate applications in respect of covert policing investigations and prepare corporate files for presentation to Authorising Officers.

DESCRIPTION PREPARED ON: 21.2.2020

ACCOUNTABILITIES:

1. To maintain a comprehensive knowledge of legislation, national standards, good practice and Force Policy on all areas of covert policing to include digital investigative capabilities as outlined within Tracer.
2. To review covert and relevant overt methodology at all levels within the organisation, to ensure that standards and effective practices are met and maintained. To promulgate effective practice in relation to operational security.
3. To provide or facilitate expert advice and propose options in managing risk in covert and relevant overt activities.
4. To provide guidance and advice on sensitive operations to include all relevant department within Gwent, including the Counter Corruption Unit and Professional Standards Unit.
5. To report directly to the Authorising Officer, brief him / her on emerging issues and proposed new strategies and Policies to be implemented to improve the service security around covert operations.
6. To act as a point of contact with the Office of Surveillance Commissioners (now IPCO) and other outside bodies and agencies and provide appropriate responses to recommendations made in respect of inspections, reviews and tribunals.

7. To assist in oversee the submission of all covert applications, reviews, renewals and cancellations to ensure compliance with the Regulation of Investigatory Powers Act 2000 and the Police Act 1997, together with the administration in relation to these matters.
8. To represent the organisation at regional and national level on all operational security matters pertaining to covert operations, policy and tactical development and play an active part.
9. To assist in the development of policy and standard operating procedures and identification of training requirements in relation to covert and relevant overt policing.
10. To attend Court, CPS and Barrister Conferences in respect of Public Interest Immunity proceedings relating to covert policing operations to ensure that methodology and techniques are protected.
11. To ensure all procedures and practices comply with the Regulations of Investigatory Powers Act, the Investigatory Powers Act, Criminal Procedure and Investigations Act, Management of Police Information, Gwent Police Equal Opportunities and Employment Policies.

Special Circumstances:

Gwent Police is a non-smoking organisation.

The post will be subject to vetting to Security Clearance level.

This area of work is tightly focussed and sensitive and the post holder should be aware that supervision is likely to be intrusive.

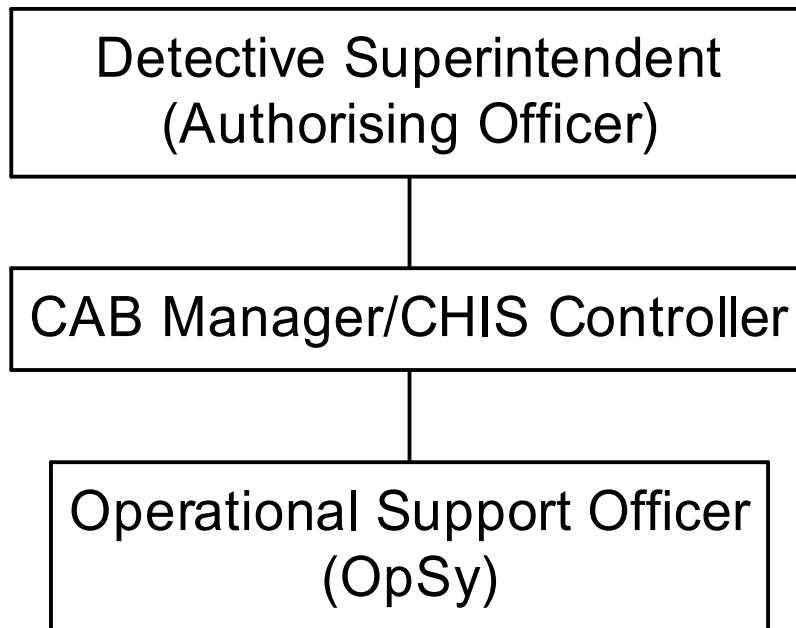
All potential staff to Gwent Police must display the qualities to be able to work in an organisation with minority groups and provide a service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or sexist or racist behaviour.

There is an expectation that the post holder will keep abreast of current legislation, national standards and Force policies & procedures and must be willing to undertake training as required for the role.

There will be a requirement for the post holder to travel in the course of their duties, both within the Force area and beyond. For this reason, a valid full driving licence is essential.

Note: This job description is provided to give a broad outline of the job activities of this post. Gwent Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. As an employee of Gwent Police you may be required to serve in any position as appropriate to your grade or at any establishment within Gwent Police boundaries in order to ensure the efficient and effective operation of the organisation.

ORGANISATIONAL CHART



Job Specific Criteria Areas	Maximum Word Count	Method of assessment (For example, application form, test, presentation or certificate)
1. Attainments	300	Application Form/Interview
<ul style="list-style-type: none"> • Must be willing to attend and successfully complete an Operational Security Advisor Course and Covert Law Enforcement Manager's Course • Must have a degree or equivalent qualification in a relevant subject; or possess significant relevant experience to undertake the role. 		
2. Experience	600	Application Form/Interview
<ul style="list-style-type: none"> • Must have a sound operational Policing background with proven investigative experience • Must have experience of Police computer systems, for example PNC, PND, NICHE • Must have experience and understanding of the roles and responsibilities within the covert Policing environment • Must be able to demonstrate practical experience of the Regulations of Investigatory Powers Act, the Investigatory Powers Act, the Human Rights Act and the Criminal Procedure and Investigations Act • Must demonstrate experience of working within procedures relating to covert Policing, such as Surveillance, Undercover Operations, Test Purchase Operations, Accessing Communications Data, Covert Human Intelligence Sources and Witness Protection • Must be able to evidence experience of communicating at a senior level, and producing a high standard of written work in respect of documentation such as strategies and Policies. 		

3. Knowledge	400	Application Form/Interview
<ul style="list-style-type: none"> • Must be able to demonstrate a practical and theoretical knowledge of the National Intelligence Model, the Criminal Justice System, Criminal Procedures and Investigations Act, Police and Criminal Evidence Act and covert Police procedures relating to the investigation of crime • Must have up-to-date knowledge of covert equipment, legislation and procedures • Must demonstrate knowledge of the Guidance on the Management of Police Information • Must demonstrate a sound understanding of the role played by the Investigatory Powers Commissioners Office and their Inspectors • Must achieve Level 1 Welsh Language skills (training will be given). Skills at Level 2 and above are desirable. 		

4. We are emotionally aware		Interview
<ul style="list-style-type: none"> • I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. • I promote a culture that values diversity and encourages challenge. • I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. • I take responsibility for helping to ensure the emotional wellbeing of those in my teams. • I take the responsibility to deal with any inappropriate behaviours. 		

5. We take ownership	400	Application Form/Interview
<ul style="list-style-type: none"> • I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. • I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. • I am accountable for the decisions my team make and the activities within our teams. • I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. • I actively encourage and support learning within my teams and colleagues. 		
6. We are collaborative		Interview
<ul style="list-style-type: none"> • I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. • I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. • I understand the local partnership context, helping me to use a range of tailored steps to build support. • I work with our partners to decide who is best placed to take the lead on initiatives. • I try to anticipate our partners' needs and take action to address these. • I do not make assumptions. I check that our partners are getting what they need from the police service. • I build commitment from others (including the public) to work together to deliver agreed outcomes. 		

7. We deliver, support and inspire		Interview
<ul style="list-style-type: none"> • I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. • I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. • I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. • I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. • I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. • I motivate and inspire others to achieve their best. I support the efficient use of resources to create the most value and to deliver the right impact. • I keep up to date with changes in internal and external environments. • I am a role model for the behaviours I expect to see in others, and I act in the best interests of the public and the police service. 		
8. We analyse critically	400	Application form/Interview
<ul style="list-style-type: none"> • I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. • I think about different perspectives and motivations when reviewing information and how this may influence key points. • I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. • I understand when to balance decisive action with due consideration. • I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. • I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. • I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics. 		

9. We are innovative and open-minded		Interview
<ul style="list-style-type: none"> • I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. • I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. • I am flexible in my approach, changing my plans to make sure that I have the best impact. • I encourage others to be creative and take appropriate risks. • I share my explorations and understanding of the wider internal and external environment. 		

Signed : _____
 (Applicant – upon offer of appointment)

Dated: _____

I agree and accept the duties, responsibilities and conditions placed upon me in this role description and we the undersigned confirm that this conveys a full and accurate description of the job at this time.

Signed
(Job Holder)

Signed
(Manager)

