



[OFFICIAL]

## **JOB DESCRIPTION**

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| <b>Job Title:</b>       | Overseas based International Protect and Prepare coordinator              |
| <b>Rank/Band:</b>       | Sergeant  |
| <b>Line Management:</b> | Inspector International Protect and Prepare                               |
| <b>Secondment Term:</b> | 2 years with an opportunity for extension.<br>Reviewable every 12 months. |

### **Job Summary**

The successful applicant will be responsible for coordinating the delivery of a number of key areas of international Protect and Prepare capability and capacity building overseas.

The post holder will be posted overseas as a Protect and Prepare coordinator. You will be the first point of contact for high level governmental and policing partnership representing the National Coordinator Protect & Prepare, UK Police at both a strategic and tactical level.

This requires the highest levels of professionalism and personal responsibility in this challenging and very rewarding position that will test all your core skills and experience.

Your aim will be to identify, develop and manage the delivery of products and activity overseas with the assistance of the UK team, in collaboration, with local agencies and key stakeholders. Based at the Embassy you will work alongside the Counter Terrorism Police Liaison Officer (CTPLO) and the Foreign Commonwealth Office in country, as well as other overseas partner agencies.

### **Key Tasks**

The post holder will be required to do the following:

- Working from the Embassy you will work closely and in conjunction with key UK CT leads in country.
- Manage overseas delivery programmes specific to country requirements.
- Complete regular comprehensive update reports as specified by the line manager.
- Supervise and support International Protect and Prepare staff deployed overseas to assist with the delivery of the International Protect and Prepare program.
- Resource demand and ensure resilience across the region, ensuring completion and prioritisation of tasks. Also signposting, where appropriate, to other relevant stakeholders and websites.

- Liaise with key stakeholders to maximise delivery. These may include representatives from industry, government and emergency services in country as well as FCO and other UK Government and non - government agencies.
- Represent UK Government and NCPP whilst deployed overseas.
- Quality assure work delivered by those officers and staff deployed overseas by NCPP to ensure standards and consistency of delivery and support implementation of any recommendations identified.
- Quality assure CT awareness delivery, including Projects Griffin, Argus and Servator (or their international equivalent), to ensure they meet required overseas standards.
- Oversee the Performance, Monitoring and Evaluation Process in country.
- Remain flexible to undertake additional tasks as directed by your line manager.
- This post is an unaccompanied post whilst deployed overseas. (More detail can be provided on request)

### Key Skills

The post holder must have:

- Commitment to work overseas for an extended period in a single location abroad, with the flexibility to be able to travel extensively across the region to which deployed. Deployments are subject to change if priority countries change. Hence the need for flexibility to change deployment if required at short notice. Whilst not deployed overseas the post holder will be required to work at Empress State Building London SW6 1TR.
- Maintain a good working knowledge of role specific legislative procedures, national policy and tactical options to advise internal and external stakeholders.
- Maintain a good operational knowledge of emerging CT attack response capability (including MTA), as well as current UK standards of preparedness and protective security capabilities.
- Maintain knowledge of groups, attack methodologies and current affairs relating to terrorism and extremism, in particular within the relevant region.
- Agreed to attend and successfully pass Officer Safety Training, Emergency Life Support and Hostile Environment Awareness Training.

### Experience

- knowledge/experience of one or more of the following areas – Counter Terrorism, Protective Security, Emergency Preparedness, tactical use of Firearms in policing. K
- proven workforce management skills and experience. P
- proven ability to build effective relationships with excellent negotiating, influencing and communication skills. P
- good organisational, time management and planning skills. G
- willingness and desire to learn new skills and knowledge regarding CT issues. A
- willingness to undergo police driver training/check testing. W
- competency in IT applications including Word Excel and Powerpoint. C

- Competency in public speaking and audience presentations.
- Holder of Security Clearance vetting level with the capability of attaining Developed Vetting Status and associated STRAP clearance.

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### **Desirables**

- Previous experience of project management/work overseas or working with or on behalf of HM Government.
- Knowledge and experience of UK Government structures in missions overseas.
- Knowledge and experience of business continuity, resilience and emergency planning.
- Knowledge and experience of Training Design and/or Delivery
- Holder of Developed Vetting.

### **Additional Information**

Any new or existing business interest must be reviewed by NCTPHQ to ensure it meets confidentiality requirements for this post. The post holder must maintain strict confidentiality in relation to knowledge gained through performance of duties.

### **Policing Performance Framework - Sergeant**

#### **Operational Effectiveness**

**Delivers quality outcomes to meet local priorities.**

Manages a range of tasks, ensuring outcomes are delivered to a high quality standard within required timeframe. Monitors performance and ensures work meets local objectives. Works in partnership to understand and meet the diverse needs of customers. Ensures joined up working with internal or external partners to improve service delivery.

**Manages risk to safety and confidence through informed and reliable judgement.**

Uses policing knowledge and experience to identify and manage risk and make effective decisions. Provides policing advice and guidance to others, seeking it where appropriate. Ensures appropriate record keeping and applies lessons learnt when making key decisions.

#### **Organisational Influence**

**Provides strong leadership.**

Provides clear direction through visible, approachable leadership and leading by example. Seeks to develop from own experience, understanding how own behaviour affects others. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so.

Values effective performance and responds to ineffective performance appropriately and fairly. Shows initiative, personal resilience and motivation to deliver quality policing, and supports others to do the same. Upholds legislation, regulations and policy, acting with integrity and challenging those who do not. Ensures professional standards are upheld and shows support for senior decisions.

**Develops effective communications and working relationships.**

Communicates effectively with customers, colleagues and managers. Ensures clear two-way communication by listening and responding appropriately. Engages with others to learn and to share relevant information. Upholds organisational reputation.

### **Resource Management**

**Manages the right resources to enable effective working.**

Prioritises work and resources to meet local objectives. Ensures time and resources are used in a way that best meets customer and MPS needs. Plans and distributes work fairly and according to capacity, relevant knowledge and skills. Uses MPS resources responsibly and in accordance with relevant policy.

**Ensures efficient working.**

Ensures and encourages efficient working practices. Finds ways to generate or improve efficiencies without compromising service delivery.