



[OFFICIAL]

**Chief Superintendent  
National Co-ordinator PROTECT and PREPARE  
Counter Terrorism Policing**

Candidate Information Pack

**November 2017**

## **Role Description**

**Post Title:** National Co-ordinator PROTECT and PREPARE

**Rank/Band:** Chief Superintendent

**Line Management:** Deputy Assistant Commissioner SO

**Strategic Oversight:** Vice Chair Lead for PROTECT and PREPARE (Chief Constable)

### **Job Summary:**

The National Co-ordinator PROTECT & PREPARE works on behalf of NCTPHQ to provide national strategic oversight of police PROTECT and PREPARE activity in support of the UK Counter Terrorism Strategy (CONTEST) to:

- **STRENGTHEN OUR PROTECTION AGAINST A TERRORIST ATTACK (PROTECT) and**
- **MITIGATE THE IMPACT OF A TERRORST ATTACK (PREPARE)**

This is achieved by focussing on four key strategic areas of activity. These are:

1. National and International Counter Terrorism Awareness
2. Protection and resilience of the national infrastructure and crowded places
3. Preparedness for a terrorist attack (including support to, and commissioning of, Tier 1 and 2 Exercises)
4. Efficient use of resources throughout CT network

The post holder will work closely with a number of government departments and agencies including the Home Office, the Cabinet Office, the Department for Transport, the UK Border Agency (UKBA), the UK Border Force, the Foreign & Commonwealth Office, the Ministry of Defence, Department for Energy & Climate Change and Security and Intelligence Services. Close relationships are also maintained with the private sector and other stakeholders to ensure that there is thorough consultation on policy, practice and operational activity affecting police forces throughout the UK.

The post holder will come into regular contact with, and will be required to brief, senior policy officials and Ministers of State.

### **Key Tasks**

The post holder will be required to do the following:

- Lead the National Protect and Prepare CT network through all regional CT Protect and Prepare Leads.
- Lead on the police response to high risk threats contained in the National Risk Assessment and developing capability to manage the consequences of an attack (for example Marauding firearms attack, Air and Maritime threat risks).
- Represent NCTPHQ at high-level meetings in support of police PROTECT and PREPARE activity including CONTEST Protect, CONTEST Prepare Attack Response Board, CONTEST Science & Technology Board, the National Aviation Security Committee and the National Maritime Security Committee.

- Represent Protect & Prepare issues on the Organisational Development Board, and act in support of wider NCTPHQ Organisational Learning initiatives (incl; debriefs).
- Chair a number of high-level cross Government groups, including JESIP Programme, T66 Programme Board.
- Provide strategic oversight of the National Counter Terrorism Security Office (NaCTSO) and the national network of Counter Terrorism Security Advisors (CTSAs), including training and accreditation.
- Work with the Home Office, Centre for the Protection of National Infrastructure (CPNI) and other stakeholders to reduce the vulnerability of the Critical National Infrastructure and to develop strategies to assist post-incident recovery.
- Represent UK police PROTECT and PREPARE interests on the European and International stage, including the UK representative on the Global CT Forum.
- Support International PROTECT and PREPARE activity to protect UK citizens and interests overseas, including responsibility for Major Event Planning with HMG and SIA partners.
- Provide advice and assistance to the Home Office and UK police forces in respect of PROTECT and PREPARE activity.
- Develop and implement the police contribution to reducing the vulnerability of Crowded Places.
- Work in partnership with key emergency services stakeholders to develop policy and integration of operational activities in support of JESIP.
- Work with partners to improve the security of Hazardous Sites & Dangerous Substances.
- Coordinate NCTPHQ interaction with other CT portfolios in developing PROTECT and PREPARE activity.
- Work with partners to identify science and technology policing requirements to mitigate against terrorist attack.
- Provide oversight of all Police/Military engagements and deliver a framework to create greater visibility, co-operation and effectiveness.

### **Core Responsibilities**

- Developing and maintaining effective strategic partnerships.
- Communicating effectively at a senior level (Chief Constables and Ministerial level), both within the police service, Government and with external organisations.
- Develop and implement national PROTECT & PREPARE strategy and policy.
- Lead organisational change.
- Conducting successful negotiations with Government Departments and other organisations to influence and deliver agreed objectives.
- Developing a long-term strategy to improve service delivery.
- Managing budgets and resources to maximise efficiency and deliver value for money (Budget in excess of £125m).
- Represent CT Policing at COBR and ELG in respect of Protect and Prepare

### **Specialist Requirements**

- Significant knowledge and understanding of the UK Counter Terrorism Strategy (CONTEST) and the wider Government response to terrorism and extremism both nationally and internationally.

- Senior level knowledge and experience of command and control of Critical Incidents / Strategic Risk Assessments process / Protective Security arrangements.

### **Person Specification**

Applications are invited from existing Chief Superintendents or from exceptionally suited Superintendents, whom the Chief Constable supports on Temporary promotion for the duration of this secondment. Preference will be given to substantive Chief Superintendents, but unqualified candidates will be considered if no suitable officer applies.

### **Performance Framework**

The post holder will be required to demonstrate evidence against the Chief Superintendent Performance Framework: 'Operational Effectiveness', 'Organisational Influence' and 'Resource Management' making specific reference to the specialist and desirable requirements listed above.

### **Additional Details**

This is a position on a secondment basis for a period of 2 years up to a maximum of 5 years reviewable after 12 months. You must seek advice from your Police Force or Agency on their policy on secondments before submitting any application.

### **Performance Framework – Chief Superintendent**

#### **Operational Effectiveness**

##### **Delivers quality outcomes to meet organisational priorities**

Works in partnership to understand and realise the diverse needs of customers and communities. Delivers to corporate priorities by driving and embedding vision and strategy. Ensures effective performance in all areas of Command. Drives change to improve service delivery. Overcomes complex challenges by managing root causes. Adapts and responds to shifting priorities.

##### **Manages risk to safety and confidence through informed and reliable judgment**

Forecasts and manages significant risk from both internal and external sources. Implements plans and contingency plans. Evaluates complex information and uses policing experience to make sound strategic decisions. Sustains clear and robust governance over structures, operations and responsibilities. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

#### **Organisational Influence**

##### **Provides strong leadership**

Manages and develops the working culture and equality practices of the Command. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Provides clear direction through visible, approachable leadership and leading by example. Takes account of how own behaviour affects others. Values and motivates staff, dealing with their concerns in a consultative way. Seeks to develop from own experience and supports development of others.

Ensures professional standards are upheld and clearly communicates support for corporate vision. Balances organisational interests with local objectives. Manages performance and staff issues robustly and fairly and supports others to do so. Shows confidence, personal resilience and ownership of decisions. Influences policy and upholds legislation and regulations, acting with integrity, and challenging those who do not.

### **Develops effective strategic relationships**

Influences effectively through a sound understanding of diverse senior stakeholder environments. Establishes effective and inclusive communication processes internally and externally. Encourages collaborative working across and outside the MPS where practicable. Upholds organisational reputation and manages risks to it.

### **Resource Management**

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

Aligns resources and staff to deliver customer needs and strategic aims at both local and organisational levels. Forecasts long-term resource requirements by evaluating complex internal and external factors. Sets the direction for strategic business planning. Acquires and manages resources proactively and ethically from multiple sources through influence and negotiation. Reviews and maximises the capability of others to meet business need.

#### **Manages and reviews resources to drive efficient practices**

Ensures efficient working through robust supervision and holding to account. Makes sound deployment and workload judgements to maximise efficiency without compromising performance. Manages financial operations and resource-related policy effectively. Improves efficiency continually and proactively through review and controlled change. Drives a culture of efficiency through communication and involvement.

### **Terms and Conditions**

#### **Salary and Allowances**

London Police Officer Rates **£80,352 - £84,765**

London Weighting **£2,373 P/A**

Central Service Allowance (Non MPS/ City of London) **£1,260 P/A**

#### **Hours of Work**

The provisions of the Police Regulations will apply. Full time weekly hours are usually 40 (inclusive of lunch breaks). Duty sheets must be completed accordingly.

#### **Vetting and STRAP**

This post will require you to hold National Security Vetting (NSV) at Developed Vetting (DV).

The post requires access to the most sensitive intelligence material on a daily basis. Applicants must hold or be prepared to undergo Security Check (SC) or Developed Vetting (DV) before taking up the post. Additionally, this material is of particular sensitivity to the UK and its distribution must be restricted to UK nationals. In approved circumstances dual nationals (of which one element is British) may also be granted access. However, in the event that potential conflicts of interest cannot be managed the post holder will not be able to see the intelligence material and will not be able to perform their duties. For the purpose of safeguarding national security and in line with Cabinet Office Policy, supported by Section 82(2) to (4) of the Police Reform Act (2002), applicants who do not hold or acquire Security Check (SC) or Developed Vetting (DV) clearance and meet the nationality requirements cannot be offered the post.

#### **Confidentiality Agreement**

Applicants should also be aware of the need to sign a confidentiality agreement on taking up the post.

### **Business Interests**

There is a Requirement to declare any business interest or secondary employment and/or the business interest of their spouse, civil partner or relative who lives with them. This is to ensure the business interest or secondary employment is compatible with the nature of the national counter terrorism role that they will be performing.

### **Travel to Work**

For police officers who commute to their NCTPHQ place of work, daily travel costs in excess of their normal travel costs will be reimbursed (subject to approval). It is the seconded officer's responsibility together with that of the line manager to ensure that any claim is calculated between the officer's home address or normal place of duty, whichever is shorter, and the Business address.

### **Additional Travelling Expenses**

You may claim for expenses necessarily incurred in travelling on official business but may not claim for distances of less than one mile.

### **Accommodation**

The successful applicant if appointed from outside the Greater London area may be provided with accommodation. The location and provision of accommodation will be approved with prior consultation by NCTPHQ.

### **Sickness Absence**

Annex P and Regulation 33 (1) of the Regulations and the provisions of the MPS Attendance Management Policy will apply. Sick pay will be in accordance with Regulation 28.

### **Annual Leave**

You are entitled to paid leave in accordance with Annex O of the Determinations made under Regulation 33 of the Regulations.

### **Application for this Appointment**

To apply for this post, please submit the attached secondment application form. Evidence should be provided against the specified behaviours using the Performance Framework for Chief Superintendent Rank. The evidence boxes can be expanded if required but please limit your evidence to a maximum of a half page per competency.

Please ensure that your application is clearly marked with the following reference:

### **Chief Superintendent – National Co-ordinator PROTECT and PREPARE**

If you have any queries or are unsure about any aspect of the application and security clearance process, please contact [recruitment.nctphq@met.pnn.police.uk](mailto:recruitment.nctphq@met.pnn.police.uk) 0203 276 1709.

The closing date for applications is **22<sup>nd</sup> December 2017**. Completed applications should be sent via email to [recruitment.nctphq@met.pnn.police.uk](mailto:recruitment.nctphq@met.pnn.police.uk) and via post for the attention of NCTP HQ HR Team.

NCTP HQ – Recruitment,  
PO Box 57192,

London  
SW6 1SF

### **Further information**

We will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal. If you have any queries on any aspect of the role, please contact DCS Scott WILSON on 0203 276 0210 or [scott.wilsonnctphq@met.pnn.police.uk](mailto:scott.wilsonnctphq@met.pnn.police.uk)

All appointments are subject to the post holder satisfying the highest levels of security clearance at the time of appointment and for the duration of the secondment agreement. Failure to achieve such clearance or removal of such clearance will result in termination of the secondment agreement and the post holder will be returned to force. This does not affect your statutory right.

### **Diversity Monitoring Form**

Please also complete and return the diversity monitoring form within this pack. As with your place and date of birth details, the information on the form will be treated as confidential and will not form part of your application. The information provided in this form is used for statistical purposes only.

### **Recruitment Timetable**

Completed applications must be received by **4pm 22<sup>nd</sup> December 2017**

Paper sift will commence the week beginning the **8<sup>th</sup> January 2018**

Interviews are provisionally planned for the week of the **29<sup>th</sup> January 2018**