



[OFFICIAL]

## JOB DESCRIPTION

<b>Job Title:</b>	Overseas based International Protect and Prepare coordinator
<b>Rank/Band:</b>	Band V
<b>Line Management:</b>	Inspector International Protect and Prepare
<b>Secondment Term:</b>	2 years with an opportunity for extension. 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

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| • knowledge/experience of one or more of the following areas – Counter Terrorism, Protective Security, Emergency Preparedness, tactical use of Firearms in policing. | K |
| • 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 |
| •  | 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 workforce management.
- 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.

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### 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.

### Performance Framework - Specialist and Technical

#### Operational Effectiveness

##### Delivers quality outcomes to meet objectives

Uses specialist knowledge and skills to support the delivery of relevant objectives. Ensures a high quality service, balancing the needs of customers and stakeholders. Manages a range of tasks, delivering to time and quality. Adapts and responds to shifting priorities. Deals with challenges and generates solutions.

##### Manages work through informed and reliable judgement

Uses specialist knowledge and skills to inform decision-making, and minimise risk where practicable. Provides guidance and support, seeking it where appropriate. Promotes continuous improvement proactively by identifying, sharing and applying lessons learnt.

#### Organisational Influence

##### Acts with Professionalism

Behaves appropriately, taking personal responsibility for own actions and setting a good example for other colleagues. Actively demonstrates the promotion of equality and valuing of diversity and helps others to do so. Develops from own experience and supports the development of others where relevant. Takes account of how own behaviour affects others. Maintains a current understanding of specialist area.

Shows initiative, personal resilience and motivation to deliver a quality service. Upholds legislation, regulations and policy, acting with integrity and challenging those who do not.

##### Develops effective communications and working relationships

Builds effective relationships with customers, colleagues and stakeholders. Communicates effectively and inclusively with customers, senior managers and team members. Ensures

clear, two-way communication through listening and responding appropriately, learning and sharing information. Upholds organisational reputation.

### **Resource Management**

#### **Manages own time and relevant resources efficiently and effectively**

Prioritises work and use of resources to meet relevant objectives. Ensures time and resources are used in a way that best meets customer and MPS needs. Uses MPS resources efficiently, ethically and appropriately. Shows support for efficient working.