

[OFFICIAL]

## **JOB DESCRIPTION**

<b>Job Title:</b>	International Protect and Prepare Advisor – UK Based
<b>Rank/Band:</b>	Band P
<b>Line Management:</b>	Reports to Sergeant/Band V International Protect and Prepare
<b>Secondment Term:</b>	2 years with an opportunity for extension. Reviewable every 12 months.

## **Job Summary**

The international Protect & Prepare team is a programme that is funded to develop and support overseas capability and capacity building in CT Protective security and CT Preparedness. The Joint Overseas Protect and Prepare Board (JOPP) defines the priority countries which are the primary focus of this work. The International team consists of overseas permanently deployed individuals and a UK based team, some of who will travel out periodically to assist in delivering the products developed by the International P&P team.

As well as the key tasks outlined below, you will work to support the Overseas International Protect & Prepare permanently deployed individuals whose aim is to coordinate the delivery of Protect and Prepare capability and capacity building overseas. You will achieve this through supporting the design and delivery of a range of Protect and Prepare products and activities for delivery with local agencies and key stakeholders in country.

You will manage several projects simultaneously and liaise with the Foreign Commonwealth Office, Home Office as well as other partner agencies to define and develop the varied requirements for each of the countries under your portfolio.

## **Key Tasks**

The post holder will be required to do the following:

- Based at Empress State Building in London SW6 1TR, you will be responsible for a UK based portfolio with the ability to deploy for short periods overseas in support of the international programme delivery.
- Support overseas delivery programmes specific to country requirements.
- Complete regular reports as specified by the line manager.
- Support the Protect and Prepare coordinators based in the UK and deployed overseas to develop and deliver the International Protect and Prepare program overseas.

- Resource demand and ensure resilience across a number of countries, 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 when periodically deployed overseas.
- Assist in the quality assurance of 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.
- Assist in the quality assurance of CT awareness delivery, including Projects Griffin, Argus and Servator (or their international equivalent), to ensure they meet required overseas standards.
- Assist in the coordination of the Performance, Monitoring and Evaluation Process within your portfolio.
- Remain flexible to undertake additional tasks as directed by your line manager.

### Key Skills

The post holder must have:

- Commitment to flexibility, to be able to travel overseas periodically for short deployments in support of the International programme delivery. Priority countries are subject to change, hence the need for flexibility to change deployment at short notice if required.
- Maintain a good working knowledge of role specific CT 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 your area of responsibility.
- Agreed to attend and successfully pass Officer Safety Training, Emergency Life Support and Hostile Environment Awareness Training.

### Experience

- |   |   |   |
|---|---|---|
| • | roven ability to manage and prioritise a number of work streams simultaneously within an extensive overall work programme.  | P |
| • | nowledge/experience of one or more of the following areas – Counter Terrorism, Protective Security, Emergency Preparedness, tactical use of Firearms in policing. | K |
| • | roven ability to build effective relationships with excellent negotiating, influencing and communication skills. (Written and Oral)                               | P |
| • | ood organisational, time management and planning skills.  | G |
| • | willingness and desire to learn new skills and knowledge regarding CT issues.   | A |

- illingness to undergo police driver training/check testing. W
- ompetency in IT applications including Word Excel and Powerpoint. C
- ompetency in public speaking and audience presentations. C
- older of Security Clearance vetting level with the capability of attaining Developed Vetting Status and associated STRAP clearance. H

## 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.

## 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.