



[OFFICIAL]

JOB DESCRIPTION

Job Title:	International Protect and Prepare coordinator – UK Based
Rank/Band:	Inspector
Line Management:	Chief Inspector Deputy Head of International Protect and Prepare
Secondment Term:	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 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 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 responsibility.

Key Tasks

The post holder will be required to do the following:

- Based at Empress State Building in London SW6 5TR, 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.
- 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 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.
- 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.
- Coordinate the Performance, Monitoring and Evaluation Process in country.
- Remain flexible to undertake additional tasks as directed by your line manager.
- Line management responsibility for a range of police officers and police staff posted both locally and overseas.

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

- Proven ability to manage and prioritise a number of work streams simultaneously within an extensive overall work programme. P
- 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. C
- holder 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 - Inspector

Operational Effectiveness

Delivers quality outcomes to meet local priorities.

Ensures work is delivered to time and to quality. Manages performance to meet local objectives. Works in partnership to understand and meet the diverse needs of customers. Ensures joined up working with relevant internal or external partners to improve service delivery. Reviews working practices and acts 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. Considers relevant 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.

Manages performance and staff issues appropriately and fairly and encourages others to develop. 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 clearly communicates support for corporate vision.

Develops effective communications and working relationships.

Influences customers and colleagues by building effective working relationships. Communicates effectively with customers, colleagues and managers. Uses strategic awareness to help others to understand and value customer perspectives and corporate decisions. Ensures clear two-way communication through 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.

Manages work and resources to meet local objectives. Allocates and organises work and resources appropriately in order to meet the needs of customers and the MPS. Plans and distributes work fairly according to capacity, relevant knowledge and skills, identifying and addressing any gaps. Uses MPS resources responsibly and in accordance with relevant policy, and ensures others do the same.

Ensures efficient working.

Ensures and encourages efficient working practices. Finds ways to generate or improve efficiencies without compromising service delivery. Understands and makes effective use of relevant financial information.