[OFFICIAL]

**Job Description**

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| Job Title: | Inspector National Counter Terrorism Security Office (NaCTSO) – Venues and Public Spaces Unit |
| Rank/Band: | Inspector/DI |
| Line Management: | Head of Policy and Guidance Department |
| Secondment Term: | 24 months |
| Vetting Level: | DV |
| STRAP Required: | Yes |

**Job Summary**

The primary function of this role is to support the Head of Department in delivering on NaCTSO Service Level 1: To develop and facilitate the provision of CT Security advice in respect of Venues and Public Spaces.

The post holder will manage a unit of staff and officers, developing and delivering guidance and policy in line with threat and vulnerability assessments. The role includes liaison with government departments and agencies, emergency services, the national CT network and industry. The role includes elements of training, performance management and quality assurance, particularly relating to the national network of Counter Terrorism Security Advisors (CTSA).

The role holder will work with the CTPHQ change pillar as a senior user for work-streams to enhance protect and prepare at sites across the UK, as well as working to build Local Authority capability to protect the public. The post and NaCTSO will also support functions and the delivery of other service levels of NaCTSO/Counter Terrorism Policing as required, including servicing the protective security on-call process.

**Key Tasks**

The post holder will be required to do the following:

* Work closely with partners across the police network, government departments (including Homeland Security and NPSA) and industry associations and bodies, to set and deliver CT protective security within broader policy. The key areas relate to protection of Venues and Public Spaces across the UK.
* Ensure provision of specialist skills, advice and guidance in CT protective security to UK, through an appropriately trained network of SMEs (e.g. CTSAs and CTAAs), achieving national consistency through quality assurance.
* Provision of support to Homeland Security, Cabinet Office and FCO both domestically and overseas.
* Maximise advice delivery through the NaCTSO public website (ProtectUK)
* Make recommendations for funding for CTSAs or wider, whilst managing a budget for unit delivery.
* Represent NaCTSO and CTP on various relevant Police, Government and Industry working groups/committees.
* All the above functions will require travel within UK and occasional travel abroad.
* Manage work-streams, action plans and national task for CTSAs, whilst ensuring flexibility to respond to developing terrorist threats.
* Co-ordinate the collation and analysis of national performance measurement returns.
* Manage office functions and staff, ensuring resilience, policy compliance and training.
* Maintain a good working knowledge of relevant legislation and policy.
* Lead performance improvement and business development work-streams to drive change, business improvement and innovation.
* Produce high quality written reports, presentations and oral briefings to support NaCTSO and CTP, and partners.
* Manage unit organisational learning, risk and projects in line with recognised frameworks.
* Carry out other tasks as directed by Head of Policy and Guidance or Head of NaCTSO.
* Undertake the Tactical Security Coordinator on-call function (as part of wider cadre – training provided).

**Essentials Experience**

* Will be required to achieve and maintain DV and STRAP vetting.
* Delivery of high quality written reports and oral briefings.
* Ability to present to Senior Leaders in Policing, Government and industry including public/keynote speaking
* Management of a Unit comprising of Officers and Staff.
* Willingness to travel.

**Desirables**

* Negotiating and delivering at a strategic level with government departments and other stakeholders.
* Formulating and implementing policy.
* Managing projects at force, regional or national level.
* Experience working within counter terrorism, testing and exercising, emergency and contingency planning and/or protective security.
* Good knowledge of key stakeholders described in this job description.
* Involvement in performance management and review on a force, regional or national level.
* Experience of working in a matrix/partnership model
* Practical experience within protective security.

**Competency Values Framework (Maximum of 500 words per CVF)**

Cluster – Resolute, compassionate and committed

* We take ownership – Level 2

Cluster – Inclusive, enabling and visionary leadership

* We are collaborative – Level 2

Cluster – Intelligent, creative and informed policing

* We are innovative and open minded – Level 2

Met Values

* Accountable