



Role Profile

C5096 PO3-6 Operational Security Officer

Role Description

To provide a quality assurance, inspection and review function in respect of physical and personnel security. Advise on all aspects of operational security, integrity and ethical conduct, whilst identifying and disseminating best practice to the constabulary

Main Responsibilities

- To be responsible for security advice and guidance on all aspects of operational security including physical, personnel, assets, information handling, communication and operational techniques.
- To provide expert advice to senior managers and investigation team leaders across the Constabulary on operational security and risk management and the use of covert law enforcements tactics
- To work with infrastructure services, information security officers and senior leaders to co-ordinate regular penetration testing of estate and physical security ensuring the results are reported and any learning is actioned.
- To support the Covert Authorities Bureau and Authorising Officer with the Investigatory Powers Commissioner's Office and ensure recommendations from statutory compliance inspections and reviews are implemented and reported appropriately
- Support operational activity by developing and implementing security risk management procedures and taking appropriate actions to ensure compliance with legislation, policy and best practice
- To ensure the organisation has appropriate measures in place to demonstrate compliance against all security standards. Ensuring any systems used to hold covert material are inspected to ensure audit and assurances checks provide compliance with the safeguarding chapters of the relevant codes of practice and an adequate review, retain or destroy function.
- To be responsible for implementing and managing an organisation-wide reporting system to capture and investigate security breaches and operational security incidents ensuring that learning points are disseminated appropriately.
- To provide an effective link with anti-corruption capabilities and vetting to ensure appropriate risk mitigation is in place to counter the risk of corruption and insider threats.
- Manage and develop effective working practices with internal and external agencies and service providers

Rank\Scale

PO3-6

Reports To

Information Security Officer

Supervisory Responsibility

None

Additional Information



Role Profile

C5096 PO3-6 Operational Security Officer

Avon and Somerset Constabulary are committed to the principles of Equal Opportunities for all and welcome applications from minority groups including disabled people.

Reasonable adjustments

Following consideration, reasonable adjustments will be implemented to enable disabled staff covered by the provisions of the Equality Act to undertake the core duties and responsibilities of a post in line with the Equality and Human Rights Commission (EHRC) guidance and code of practice on employment.

Additional Responsibilities:

You may be required to perform other duties which are not necessarily specified on the role profile, but which are commensurate with the responsibilities of the role holder.

Security Vetting:

It is the policy of the Avon & Somerset Constabulary to conduct security checks on all staff in line with the National Vetting Policy.

Experience and Qualifications

Experience Essential

Educated to degree level or other suitable information security qualifications or relevant work experience
experience working at a senior level within a law enforcement or operational security environment
Excellent communication skills (both orally and in writing)
Excellent standard of computer literacy.
Experience of providing protective security advice
Experience of providing high level problem solving and of dealing with issues of operational compromise.
Experience of influencing and persuading stakeholders, demonstrating excellent negotiating and interpersonal skills
Demonstrate up to date knowledge of current legislation, external context and related security trends in social media.

Desirable

knowledge of covert intrusive investigations and procedures
Experience of working within a police or other law enforcement background.

This post has been designated as requiring the following vetting levels in accordance with the National Vetting Policy - [Police Management level vetting \(MV\)](#) and [UKSV Developed Vetting \(DV\)](#).

Shortlisting

Shortlist

Criteria relevant to the job

Essential

Requirements necessary for safe and effective performance in the job

Additional/ Useful

Where available, elements that contribute to improved/immediate performance in the job

Qualifications

educated to degree level or other suitable qualifications or relevant work experience (QE1)

Experience



Role Profile

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experience working at a senior level within a law enforcement or operational security environment (EE1)

knowledge of covert intrusive investigations and procedures (EA1)

Excellent communication skills (both orally and in writing) (EE2)

Experience of working within a police or other law enforcement background (EA2)

Excellent standard of computer literacy (EE3)

Experience of providing protective security advice or providing high level problem solving and of dealing with issues of operational compromise (EE4)

Experience of influencing and persuading stakeholders, demonstrating excellent negotiating and interpersonal skills (EE5)

Experience of keeping up to date with current legislation, current affairs and related security trends in social media. (EE6)

Skills



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C5096 PO3-6 Operational Security Officer

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Core Values	Impartiality	Supervisory/Middle Manager	Behaviours: • I take into account individual needs and requirements in all of my actions • I understand that treating everyone fairly does not mean everyone is treated the same • I always give people an equal opportunity to express their views • I communicate with everyone, making sure the most relevant message is provided to all • I value everyone's views and opinions by actively listening to understand their perspective • I make fair and objective decisions using the best available evidence • I enable everyone to have equal access to services and information, where appropriate	No
Core Values	Integrity	Supervisory/Middle Manager	Behaviours: • I always act in line with the values of the police service and the Code of Ethics for the benefit of the public • I demonstrate courage in doing the right thing, even in challenging situations • I enhance the reputation of my organisation and the wider police service through my actions and behaviours • I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations • I am open and responsive to challenge about my actions and words • I declare any conflicts of interest at the earliest opportunity • I am respectful of the authority and influence my position gives me • I use resources effectively and efficiently and not for personal benefit	No
Core Values	Public Service	Supervisory/Middle Manager	Behaviours: • I act in the interest of the public, first and foremost • I am motivated by serving the public, ensuring that I provide the best service possible at all times • I seek to understand the needs of others to act in their best interests • I adapt to address the needs and concerns of different communities • I tailor my communication to be appropriate and respectful to my audience • I take into consideration how others want to be treated when interacting with them • I treat people respectfully regardless of the circumstances • I share credit with everyone involved in delivering services	No



Role Profile

C5096 PO3-6 Operational Security Officer

Core Values	Transparency	Supervisory/Middle Manager	Behaviours: • I ensure that my decision-making rationale is clear and considered so that it is easily understood by others • I am clear and comprehensive when communicating with others • I am open and honest about my areas for development and I strive to improve • I give an accurate representation of my actions and records • I recognise the value of feedback and act on it • I give constructive and accurate feedback • I represent the opinions of others accurately and consistently • I am consistent and truthful in my communications • I maintain confidentiality appropriately	No
Intelligent, Creative and Informed Policing	We analyse critically	Supervisory/Middle Manager	I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.	No



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C5096 PO3-6 Operational Security Officer

Inclusive, Enabling and Visionary Leadership	We are collaborative	Supervisory/Middle Manager	I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.	No
Resolute, Compassionate and Committed	We are emotionally aware	Supervisory/Middle Manager	I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.	No



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Intelligent, Creative and Informed Policing	We are innovative and open-minded	Supervisory/Middle Manager	I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.	No
Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Supervisory/Middle Manager	I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short and long-term implications for the police service. I motivate and inspire others to achieve their best.	No
Resolute, Compassionate and Committed	We take ownership	Supervisory/Middle Manager	I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.	No

NOS



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NOS Unit	Unit Name	Unit Description