



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 3

Directorate: National Probation Service

Job Description: Senior Administrator - Counter Terrorism Team

Document Ref.	NPS-JES-0075_ Senior Administrator Counter Terrorism Team_v2.0
Document Type	Management
Version	2.0
Classification	Unclassified
Date of Issue	18.07.19
Status	Baselined
Produced by	Head of Group
Authorised by	Reward Team
JD Evidence	

NPS Job Description

Job Title	Senior Administrator – Counter Terrorism Team
Directorate	SOCT
Band	3

Overview of the job	<p>This is a senior administrative and analytical role for the Probation Counter Terrorism Team</p> <p>The jobholder will deliver essential corporate support to the team and partners, manage data systems which are an essential part of the team's accountability, and deliver statistical, information and research products.</p> <p>Provided with appropriate training the post holder will play a critical role in developing NPS contribution to HMPPS Counter Terrorism research and intelligence products and key datasets regarding the risk and threat picture for their Division, drawing on a variety of NPS databases, reports and sources of intelligence including via external stakeholders</p> <p>There may be a requirement to deliver such support across more than one Division or function</p> <p>There may be a requirement for enhanced security clearance</p>
Summary	<p>To deliver corporate services support information management and intelligence analysis to manage information and data to ensure the efficient functioning of the Probation Counter Terrorism team and the wider CT network in HMPPS.</p> <p>The jobholder will report to the Probation Counter Terrorism Lead(s) and support the work of the national HMPPS Joint Extremism Unit.</p> <p>The post is a flexible resource within the NPS function and from time to time there may be a requirement to respond promptly to national requests for information</p> <p>This will be achieved by developing systems across a number of data sources to assist the delivery of PCT team activity, incorporating work within relevant CRCs and potentially across more than one NPS Division.</p> <p>The job holder will provide administrative support, research and key data sets to the PCT lead, Assistant Chief Officer and National Probation Joint Extremism Unit lead.</p> <p>The job holder will be willing to engage in suitable training to support the PCTL and national lead in the development of a probation intelligence research function across all available intelligence sources</p> <p>The post holder will maintain and develop good working relationships with external stakeholders including prison, police, court, CRC and other staff to facilitate the role</p> <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <p>Counter Terrorism Data Management</p> <p>Daily maintenance of the HMPPS joint Linkspace database with regard to Divisionally managed cases, and those residing in prisons within the PCT team footprint</p> <p>Development and monitoring of PCT team case diary system to log activity and decisions for all relevant cases released from prisons into the Division</p>

Record on Linkspace all cases identified as of concern / TACT convicted managed in the Division and associated CRCs, and develop systems to receive and process information from CRCs for entry onto the database

Carry out quality assurance checks for the Linkspace database, both at a national and regional level. Participate in national development of best practice with regard to Linkspace database within HMPPS

Information and intelligence Development

With operational staff develop key dataset to be produced quarterly for senior leads from all available databases to outline key CT risks and NPS/CRC activity on Divisional footprint

Be prepared to take part in professional training as required with regard to the intelligence professionalization or other intelligence programmes, intelligence handling and any other training as required by the role

Liaise with HMPPS and other key stakeholders to develop the NPS CT contribution to a national intelligence picture, eg researching trends and commonalities within the caseload, and participate in meetings as appropriate

Using available sources of information such as N-Delius and Oasys develop reports as requested and key datasets regarding the Counter Terrorism risk and threat picture both for the Division and to contribute to wider HMPPS intelligence network intelligence products.

Post holders will be expected to build productive working relationships with the wider analytical community in HMPPS, and with other partners to develop quality reports and data.

Once appropriately trained post holders will obtain and evaluate information and applying analytical techniques to interpret it in conjunction with others, and disseminate the product appropriately.

Team corporate support

Development and implementation of all data systems which support the activity of the PCT team, monitoring agreed probation processes and ensuring accountable recording of PCT team activity

Meeting and other administrative support to PCTL

Coordinate the training requirements for Divisions, liaising with administrative and training hubs to collate data and organise training delivery in response to demand.

Preparation and collation of key documentation relating to Mappa, Maesm, Pathfinder and any other meetings supporting PCT team outputs

Process and monitor requests for payment from external providers

Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes

Work within the aims and values of HMPPS

Ensure that all reasonable precautions are taken towards the maintenance, security and confidentiality of written and electronically stored material, including information from external sources, in line with intelligence handling codes, Data protection Act and all Information Security Policies and Procedures.

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations

	and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.
Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Making Effective Decisions • Delivering at Pace • Managing a Quality Service • Developing Self and Others
Strengths	It is advised strengths are chosen locally, recommended 4-8
Essential Experience	<ul style="list-style-type: none"> • Demonstrate previous administration experience, and experience of providing a wide range of management support activities • Evidence of providing support and assistance to colleagues in delivering a quality service.
Technical requirements	<ul style="list-style-type: none"> • NVQ Level 2 or equivalent • GCSE Grade A-C in English and Maths (or equivalent) • IT Skills; Microsoft: Word, Excel, Outlook, and PowerPoint (or equivalent i.e. Lotus Notes)
Ability	

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
----------------------------	--

Hours of Work (Unsocial Hours) Allowances	37
--	----

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Changing and Improving			Demonstrate previous administration experience, and experience of providing a wide range of management support activities	NVQ Level 2 or equivalent
Making Effective Decisions			Evidence of providing support and assistance to colleagues in delivering a quality service.	GCSE Grade A-C in English and Maths (or equivalent)
Delivering at Pace				IT Skills; Microsoft: Word, Excel, Outlook, and PowerPoint (or equivalent i.e. Lotus Notes)
Managing a Quality Service				
Developing Self and Others				