**ROLE PROFILE**

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| **Role Title:** | | ESN Support Assistant | **Leadership level:** |  |
| **JRN:** | | 30383 | **Job family:** |  |
| **Band:** | | 3 | **Location:** | Location Based |
| **Allowances:** | | As per contract | **Politically restricted:** | No |
| **Department:** | | Digital Policing | **Vetting level:** | RV |
| **Reporting to:** | | ESN Assistant Project Manager | **Date Published:** | September 2022 |
| **Posts responsible for:** | | None | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| To assist and support the coverage assurance of the Emergency Services Network communication system. To carry out in-building and external 4G signal surveys in support of the ESN.  To carry out drive testing throughout the Force area. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | Carry out 4G signal surveys of designated locations throughout the Force area. This will Include in-building coverage surveys and external walk testing, working to procedures and detailed area maps and floor plans. | | | |
| **2** | Record and log (using a standardised method) each test discovery for building and drive testing areas in line with the agreed requirements. | | | |
| **3** | Carry out drive testing as directed to assure road coverage throughout the Force area is known and understood. | | | |
| **4** | Work alongside a number of third parties, including the Ambulance, Fire Service and network providers. | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal:**   * Police officers / Police Staff   **External:**   * Other Forces & emergency services * ESN Programme team * Network Suppliers/ contractors | | | | |

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| **Part C – Competencies and Values** |
| **National competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months** | |
| **First 6 months** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** | |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Good IT skills  Proficient in the use of mobile phone technology |  | Application/interview/  CPD |
| Planning and organising | Excellent attention to detail.  The ability to follow procedures.  Excellent time management able to meet deadlines | Able to manage multiple concurrent activities | Application/interview/  CPD |
| Problem solving and initiative |  | Logical approach to troubleshooting. | Application/interview/  CPD |
| Management and teamwork | Good interpersonal and team working skills. | Quickly builds rapport with internal/external stakeholders | Application/interview/  CPD |
| Communicating and influencing | Effectively communicate with officers and staff across the organisation. |  | Application/interview/  CPD |
| Other skills and behaviours |  |  | Application/interview/  CPD |