

Role Profile and Person Specification

ROLE PROFILE

Role Title:	ESN Support Assistant	Leadership level:	<i>To be determined at later phase</i>
Post reference:	TBC	Job family:	<i>To be determined at later phase</i>
Grade:	B	Location:	Ponteland
Allowances:	shift / weekend or standby	Politically restricted post:	No
Area command / Department:	Digital Policing	Vetting level:	RV
Reporting to:	ESN Assistant Project Manager	Date accepted as a role profile:	
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 locations throughout the Force area. This will include in-building coverage surveys, external walk testing via confirmed detailed area maps
2	Record and log each test discovery for building and drive testing areas in line with the map requirements. Ensure all records are maintained in a standardised method that can be easily read and received by external clients
3	Assist in the planning of assurance surveys and testing, to support the ESN project team and national strategy for change
4	Carry out drive testing in line with expectations and minimum requirements to assure road coverage throughout the Force area is known and understood.
5	Work collaboratively with a number of third parties, including the Ambulance, Fire Service and possible network providers in order to undertake coverage assurance activities to ensure these are fit for future purpose.
6	Ensure the ESN Project objectives are in line with the agreed project timescales.
7	Confirm to the ESN project team any improvements or amendments that need to be made by our third party supplier in terms of coverage acceptability.

Part B – Scope of contacts

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Internal / External relationships:

Internal:

- Police officers / Police Staff

External:

- Other Forces & emergency services
- ESN Programme team
- Network Suppliers/ contractors

Part C – Competencies and Values

National competencies and values framework (NCVF)

Level – tbc

Part D – Continuous Professional Development (CPD) role 6 months *To be determined*

First 6 months

1

2

3

4

12 months and beyond

5

6

7

8

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Part E - PERSON SPECIFICATION

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. Demonstrable planning and organising capability 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