

Police Staff
Operational Security Advisor
Information Management
Role Definition:PH002 / 20756

ROLE DEFINITION

Dept / Area Command:	Information Management	Section:	Information Security and Assurance
Post Title:	Operational Security Advisor	Post Reference:	PH002 / 20756
Post Grade:	Grade J	Location:	Bedlington
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Information Security Manager		
Staff Responsibilities:	Allocated staff and trainees		
Purpose:	Responsible for the strategic direction, development and implementation of all aspects of operational security, providing an independent source of specialist, covert law enforcement and risk management expertise and providing advice around these areas to ensure that Northumbria Police operates at the best possible levels of operational security.		

Key Responsibilities: -

1. Responsible for all aspects of operational security to ensure that operational security protocols are implemented and maintained – across the areas of physical, personnel, assets and information technology.
2. Provide specialist knowledge, oversight and advice in respect of covert activity, reviewing authorisations, proposing solutions or alternative courses of action and ensuring risk assessments are thorough and accurate.
3. Review the Force's use of covert/overt techniques and tactics to ensure that standards and best practice is adhered to – conducting routine and specialist risk assessments as required.
4. Ensure that tactics or methods adopted will not impact on future prosecutions by confirming they are proportionate, appropriate and within legislation and guidance.
5. Provide a comprehensive review process around all aspects of operational security ensuring that all operations and activity are lawful, developing a detailed recording system for any compromises to covert policing techniques.

6. Maintain policies, and deliver training and audit activity, in relation to building and personal security; ensuring the policies are understood and adhered to.
7. Engage proactively with partners and stakeholders to maintain an overview of national, regional and local trends, operational risk and changes to criminal activity which impact on operational security, sharing this knowledge and learning as appropriate to ensure best practice.
8. Promote a culture where operational risk is recognised, valued and practiced throughout the Northumbria Police.
9. Maintain liaison and coordination of the Operational Security Liaison Officers (OSLOs) and other internal covert policing stakeholders within the Force, providing training, advice, support, and professional development.
10. Provide specialist operational security advice into Force projects and programmes as required.

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.