

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | CCTV Monitoring Operative |
| HBC Grade: | HBC 3 |
| Service: | Community Safety and Protection |
| Division: | Environment and Regeneration Directorate |

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| **Main Purpose of the Role** |
| To operate all CCTV systems to the agreed standards |

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| **Key Duties** | |
| **1** | Compliance with legislative standards and operating procedures for public space CCTV systems. |
| **2** | Effectively operate and monitor control room systems in accordance with operating procedures. |
| **3** | Provide required support to partner organisations, including the police. |
| **4** | Maintain and store records. |
| **5** | Communicate with other system users. |
| **6** | Deal with external enquiries, when requested by supervisor. |
| **7** | Review recorded data both electronic and manual. |
| **8** | To fully comply with all relevant rules, procedures, and statutory requirements concerning Health & Safety at work. |
| **9** | Maintain knowledge of current practices and standards relating to CCTV systems. |
| **10** | To represent the department or authority on CCTV related matters. |
| **15** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| General standard of education to include English | SIA Accreditation for operation of CCTV Public Spaces.  BTEC/NVQ/SVQ in CCTV operations | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience of security operations |  | Demonstrate good oral &written skills | Application / Interview /Assessment |
|  |  | Good organisational skills and the ability to prioritise work to meet needs | Application / Interview /Assessment |
| **DESIRABLE** | Experience of using CCTV camera systems  Experience of dealing with public space CCTV cameras |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Willingness to pursue further training in the field of CCTV system operation and related systems |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.