



NewquayCouncil

CCTVService

RECRUITMENT PACK

VACANCY INFORMATION & BENEFITS

<b>Post Reference:</b>	<b>CO1</b>
<b>Post Title:</b>	<b>CCTV Operator</b>
<b>GRADE:</b>	<b>3 – (SCP 11 - 12 / £ 24,054 - £24,496) [Starting on SCP 11] pro rata</b>
<b>TYPE:</b>	Part Time – 16 Hours a week
<b>Contract Type:</b>	Permanent
<b>Annual Leave:</b>	24 days (in addition to bank and public holidays) [25 days from April 2023] pro rata
<b>Proposed Work Pattern:</b>	Monday – Sunday on a shift rota basis
<b>Pension:</b>	Auto-enrolled into NEST after probationary period (3% Employer’s contribution).
<b>Other Benefits:</b>	⇒ Uniform.
<b>Other information:</b>	<ul style="list-style-type: none"> <li>⇒ The Council requires that the post holder is not engaged in any other employment without expressed written consent from the Council.</li> <li>⇒ The hours of work will be across 7 days a week and so some evening, night and weekend work will need to be undertaken.</li> <li>⇒ The post requires force vetting as due to the nature of the role and the control room location.</li> <li>⇒ The post-holder may be required to work on bank holidays.</li> </ul>



## JOB DESCRIPTION

<b>Post Reference:</b>	<b>CO1</b>
<b>Post title:</b>	<b>CCTV Operator</b>
<b>Service:</b>	<b>CCTV</b>
<b>Responsible to:</b>	<b>CCTV Manager</b>
<b>Responsible for:</b>	<b>N/a</b>
<b>Job purpose</b>	
To operate the Newquay Town Councils CCTV Service to ensure that it effectively and efficiently supports the control, investigation and detection of crime, disorder and anti-social behavior across Newquay and St Austell Towns.	
<b>Main duties / responsibilities</b>	
<ol style="list-style-type: none"><li><b>1.</b> Monitor the CCTV network across Newquay and St Austell Towns ensuring that it operates effectively in line with current legislation and other relevant procedures.</li><li><b>2.</b> Responds to incidents in a timely manner in line with relevant procedures.</li><li><b>3.</b> Ensuring that CD/DVD footage is disposed of in line with local policy and procedure.</li><li><b>4.</b> Reviews and copies relevant CCTV footage in order to be used as evidence as and when required.</li><li><b>5.</b> Undertake administrative duties on behalf of the CCTV Control Room.</li><li><b>6.</b> Undertake other duties that may be required from time to time within the general scope of the post.</li></ol>	
<b>Key relationships</b>	
As well as internal colleagues, this post requires working closely with external organisations including Devon and Cornwall Police and local business such as Town Centre shops.	
This job description is based on current duties and is subject to annual review as part of appraisal or as and when it is deemed necessary in consultation with the post holder.	

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

<b>Code</b>	<b>Qualifications</b>	<b>Essential or Desirable</b>	<b>Identified by</b>
Q1	A Level's or equivalent qualification or relevant experience	D	Certificates/ application form
Q2	Security Industry Authority (SIA) CCTV Operator's License or the successful applicant will need to have passed the appropriate CCTV Operators course prior to commencement of role.	D	
<b>Code</b>	<b>Experience, skills and knowledge</b>	<b>Essential or Desirable</b>	<b>Identified by</b>
E1	Good interpersonal skills including the ability to act with tact, sensitivity and diplomacy.	E	Application form, pre- interview assessments and interview
E2	Ability to learn and be adaptable to changes in procedures and technology.	E	
E3	Proven ability to assess and react quickly to situations as they unfold.	E	
E4	Working knowledge of IT (at-least Basic Microsoft Word, Excel & PowerPoint).	E	
E5	Experience of working with or within a Town or Parish Council setting, with knowledge of how Town/Parish Council's operate.	D	
E6	Ability to use a Microsoft Outlook email system.	D	
E7	Previous knowledge of working within a relevant environment, preferably CCTV.	D	
E8	Local knowledge of Newquay and St Austell Towns	D	
<b>Code</b>	<b>Personal qualities</b>	<b>Essential or Desirable</b>	<b>Identified by</b>
P1	Ability to work flexible hours - 24 hours per day during the summer shift pattern including weekends and bank holidays as required. During winter months the number of hours is reduced at present but may be increased and still includes weekend and bank holiday working as required.	E	Application form, pre- interview
P2	Strong customer focus.	E	
P3	Proven ability to maintain confidentiality at all times.	E	
P4	Enthusiastic and self-motivated.	E	
P5	Ability to act corporately in all circumstances.	E	
P6	Displays accountability and responsibility.	E	

P7	Ability to work under pressure to meet deadlines and to cope with disturbing incidents calmly.	E	assessments and interview
P8	Methodical and well organised.	E	
P10	Ability to understand and consequently work within strict codes of conduct, policies and procedures.	E	
P11	The successful applicant will be subject to a vetting procedure by Devon & Cornwall Police (and/or the Disclosure and Barring Service (DBS) formally known as the Criminal Records Bureau (CRB) Disclosure). Whichever vetting procedure(s) used must be successfully completed before the person commences employment.	E	

Code	Additional information	Essential or Desirable	Identified by
A1	Full driving licence and access to a vehicle or the ability to travel to and from work during unsociable hours when public transport may not be accessible.	E	Certificates, application form, interview
A2	Your normal place of work will be: CCTV Control Room, Newquay Police Station, Tolcarne Road.	E	

**DOCUMENT VERSION:**

January 2023

Link to Newquay Town Council website:

[www.newquaycouncil.uk/jobs](http://www.newquaycouncil.uk/jobs)