



## **FOLKESTONE TOWN COUNCIL**

### **CCTV OPERATOR - JOB DESCRIPTION**

<b>Responsible to:</b>	<b>Town Clerk</b>
<b>Salary Scale:</b>	<b>Grade LC1 (3-6)</b>
<b>Hours</b>	<b>37 per week- F/T</b>
<b>Days of Work (5)</b>	<b>Predominantly evening and weekend working (rotas to be agreed)</b>
<b>Post No:</b>	<b>FO3</b>
<b>Location:</b>	<b>Folkestone</b>
<b>Supplements:</b>	<b>Nil</b>
<b>DBS Check:</b>	<b>Yes</b>

### **OVERVIEW**

Folkestone Town Council seeks to improve and enhance the Town of Folkestone in an environmentally sustainable manner, having regard to the identified needs and wishes of all sections of the community. It is the responsibility of each post holder to contribute to this ethos in the best way suited to their day-to-day responsibilities and duties. Most visibly, Folkestone Town Council will act proactively to enable the community to involve themselves in cultural, artistic, sport and active recreation as part of an active and healthy lifestyle. This will involve initiating and maintaining significant creative partnerships with statutory and voluntary sector partners and colleagues as well as other relevant voluntary and statutory organisations.

### **PURPOSE OF THE JOB**

Working in partnership with the Estates/Security Officer, assist the Town Clerk in all aspects of the operation of the CCTV control room, scheduling and providing 24/7 coverage utilising volunteers. Protecting public safety and assisting in the reduction and detection of crime, reducing the fear of crime, disorder and anti-social behaviour.

## **1.0 ESSENTIAL FUNCTIONS**

- 1.1 Arrange internal and external equipment maintenance, i.e. cameras, monitors, DVDs, CDs and keyboards, including providing a maintenance plan.
- 1.2 To help ensure that all relevant standards, whether prescribed by statute or not, are maintained and adhered to in respect of the operation of CCTV in public places.
- 1.3 Monitor and robustly manage all audit and security logs within the Control Room.
- 1.4 Liaise with your line manager on the Operations Procedure Manual and Code of Practice to ensure they are kept up to date annually.
- 1.5 Collate and provide evidential footage to the Police or other external partner when required following guidelines.
- 1.6 Attend meetings of the Community Safety Partnership.
- 1.7 Draw up a monthly rota for the volunteers work schedule and provide to your line manager, ensuring cover for the busiest periods.
- 1.8 Support and provide the training and induction of volunteers, recording progress for each individual staff member and volunteer.
- 1.9 To assist or deputise for the Estates/Security Officer in ensuring health and safety measures are adhered to by control room staff and volunteers.
- 1.10 Assist the Estates/Security Officer in carrying out volunteer appraisals.
- 1.11 Ensure that volunteers are included in any information exchange via the notice board/meeting during the week. Confirming any information relating to legislation/code of conduct/procedures etc in writing.
- 1.12 Carry out risk assessments and prepare method statements as and when necessary.
- 1.13 All relevant training will be given to the successful applicant where necessary and required.

## **2.0 OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 To complete all work related paperwork and schedules as directed.
- 2.2 The post holder has personal responsibility for his / her own safety, as well as that of other members of staff and the general public, in accordance with the Health & Safety at Work Act 1974.
- 2.3 Apart from the duties summarised in your job description, we retain the right to include other reasonable duties which are part of, and incidental to the work of the Town Council, including any temporary or permanent relocation to assist the Town Councils events teams.

### **3.0 FINANCIAL RESPONSIBILITIES**

The Council's rules and procedures for all financial activities are set out in the Council's Standing Orders and Financial Regulations. Copies of these documents are available from your line manager. All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

### **4.0 RISK MANAGEMENT & BUSINESS CONTINUITY**

Play an active role in identifying, managing and controlling risks relating to the business activities of the Town Council.

### **5.0 EQUAL OPPORTUNITIES AND DIVERSITY**

Demonstrate awareness and understanding of, and commitment to, Equal Opportunities and Diversity, showing respect, consideration and sensitivity to people's needs and ensuring that the Council's policies are adhered to and demonstrated in all contact with customers, colleagues, other agencies and stakeholders.

### **6.0 EXTENT OF PUBLIC CONTACT**

As directed by line management, the post holder will liaise with both internal council officers and members as well as external agencies.

### **7.0 WORKING CONDITIONS AND ENVIRONMENT**

Based within the town of Folkestone.

### **8.0 KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.