



SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS



Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

JOB DESCRIPTION

Casual CCTV Operative

Post Reference Number: POST009455

Date of Job Description: November 2022

Version: 1

Grade	5
Location	CCTV Control Centre Ty Elai Williamstown CF401NY
Group	PHP Community Services
Division	Community Safety
Department/Section	CCTV/Security
Team/Sub Section	CCTV
Responsible to	CCTV Senior Officer
Posts reporting to this post	N/A
DBS Required	Standard

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is “for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous”.

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our [career pages](#) to find out more about working for us.

Purpose of the post:

- **To support the Senior CCTV Officer in the delivery of Public Space Surveillance services in Rhondda Cynon Taf.**
- **To Operate as part of the CCTV team in a secure environment providing assistance in delivering services provided by the CCTV department.**

What you will deliver:

1. To contribute to the achievement of the objectives and performance targets as set out in the relevant Plans for the CCTV Section.
2. Comply with the CCTV Code of Practice, Data Protection Act, Human Rights Act and all operational control room procedures.

What you will deliver:

3. To monitor view-screens effectively and to take any remedial or immediate action as appropriate.
4. To operate, as part of a team, the Authority's Public Space surveillance systems in an efficient manner in accordance with specified operating procedures.
5. To liaise with the Police and other authorised agencies in undertaking data searches and reporting incidents of a criminal or public order nature.
6. To accurately record all events and activities relating to CCTV and emergency services onto the incident management database.
7. To staff the Radio Base Stations and provide assistance and advice to all users.
8. To prepare statements and evidential footage and to be available to give evidence in Court as a witness if required.
9. To ensure all equipment is functioning correctly, carrying out equipment checks, and to inform immediately relevant personnel of faults found.
10. To maintain personal information and confidentiality, ensuring the integrity of all information obtained within the control room, whether written or verbal or by any other means.
11. Responding to key holder duties in the absence of a mobile guard.
12. To be flexible and receptive in accepting changes to shift patterns/rotas, subject to reasonable notice.
13. To maintain the control room in a neat and clean condition.
14. To undertake any training relevant to the post

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

What you will deliver:

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Commitment to undertake a Security Industry Authority (SIA)	Security Industry Authority (SIA) Examinations Public Space Surveillance (CCTV) Licence

Experience:

Essential	Desirable
Dealing with Customers and partner agencies, including good communication skills	Experience of Operating CCTV Surveillance.
Using a range of IT applications (including Microsoft Suite)	Awareness of the Human Rights & Data Protection Act.
Working in a team environment	Experience of using database systems

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 <input checked="" type="checkbox"/>	Welsh Language Level 2 <input type="checkbox"/>
<i>All employees will be required to undertake a basic Welsh Language induction to reach this level</i>	Welsh Language Level 3 <input type="checkbox"/>
Welsh Language Level 2 <input type="checkbox"/>	Welsh Language Level 3-5 <input type="checkbox"/>
Welsh Language Level 3 <input type="checkbox"/>	Welsh Language Level 4 <input type="checkbox"/>
Welsh Language Level 3-5 <input type="checkbox"/>	Welsh Language Level 5 <input type="checkbox"/>
Welsh Language Level 4 <input type="checkbox"/>	
Welsh Language Level 5 <input type="checkbox"/>	

For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills

What skills you will use in the workplace:

Competency	Technical, Specialist and Professional
Competency Areas	Competency behaviours and values
Working in Partnerships and Teams	Builds lasting, positive and supportive relationships with a wide variety of people. Draws upon the best ideas of the team to provide the best service.
Communicating Effectively	Communicates clearly and concisely Cascades and shares information appropriately - on time and to the right people
Managing Resources	Plans well in advance to meet deadlines
Achieving Results	Consistently meets deadlines. Is proactive and flexible to changing demands and knows when to compromise.
Focusing on Service Users	Is very approachable and encouraging to customers, whilst remaining professional and unbiased.

	Uses professional knowledge and expertise to raise standards of service for customers.
Creating and Responding to Change	Responds quickly and effectively to both internal and external changes. Uses own creative and innovative skills to achieve best results.
Being accountable	Is always open, honest, and transparent. Takes full responsibility for delivery of tasks.

Special Conditions and Professional Requirements

To have the ability to travel throughout the County Borough.

Sign a confidentiality agreement dealing with the necessary requirements to maintain safe and secure operations.