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Government of Trinidad and Tobago

JOB DESCRIPTION
OFFICE OF THE PARLIAMENT

JOB TITLE: SPECIAL RESERVE POLICE INSPECTOR

JOB SUMMARY:

The Special Reserve Police Inspector is accountable to the Marshal of the Parliament for the management of all operational security functions of the Parliamentary Security Unit. The incumbent must submit contributions to the Marshal of the Parliament for the formulation of a long-term physical security strategy and vision for the Parliament of the Republic of Trinidad and Tobago. The incumbent is responsible for the security of major events, the management of the Security Firearms Program, the gathering and exchange of intelligence with strategic security partners, and the undertaking of security-related research.

REPORTS TO:

MARSHAL OF THE PARLIAMENT

SUPERVISION GIVEN TO:

SERGEANTS

KEY DUTIES AND RESPONSIBILITIES:

1. Manage the complete range of operational security functions, including risk assessment, access control, investigation, emergency response, physical protection of the Parliament Precinct and the armed protection of the Speaker of the House, President of the Senate and visiting foreign dignitaries.
2. Plan and develop a strategic management framework for the establishment and maintenance of the operational readiness of the Security Unit.
3. Formulate and implement a long-term physical security strategy consistent with Parliament's vision including the development and introduction of leading edge techniques, processes and procedures for security.
4. Lead the planning and review of security operations.
5. Awareness of domestic and international intelligence which may impact on the security of the precinct. Plan and propose countermeasures to possible threats.
6. Provide direction and leadership of risk analysis regarding the physical security of the Precinct and with respect to major events.
7. Identify the sources and types of internal and external security risks and vulnerabilities, and develop, recommend and implement effective responses and countermeasures.
8. Develop and nurture partnerships with local and foreign security agencies.

9. Undertake research regarding security practices, methods, procedures and tools, and collaborate with the Marshal of the Parliament in the development of expertise with respect to leading-edge security service delivery and best practices.
10. Represent Security Unit at meetings with Senior Managers relating to the security of the parliament precinct for the purposes of short-term response planning as well as long-term direction.
11. Provide briefings and advice to senior management with respect to a variety of security issues example, the security of major events, internal and external security risks and vulnerabilities, and domestic and international intelligence impacting on the security of the Precinct.
12. Provide expert security input into the planning of major events to ensure the fulfillment of client requirements and compliance with Parliament security specifications and standards.
13. Provide overall direction and planning for the Security Firearms Program, including the drafting of policies, standards and procedures for submission to the Marshal, and recommending the acquisition and maintenance of suitable equipment.**
14. Oversee the management of investigations and occasionally** conduct major investigations.
15. Manage the implementation of corrective action and the provision of security consultation services to assist clients in improving security.
16. Manage the operations of subordinates performing the entire range of security functions.
17. Develop programs for the identification, evaluation and prevention of risks to the Precinct from the perspective of physical security.
18. Develop and define goals and objectives to be achieved by the Security Unit in the context of operational readiness and planning.
19. Develop approaches and manage the effective delivery of operational security for major events.
20. Contribute to the formulation and implementation of the Firearms Program, including the development of firearms courses, the establishment of the Security standards and safety procedures, and the development of processes and procedures related to firearms storage and inspection, inventory maintenance for firearms, and associated equipment and record keeping.
21. Perform other duties relating to job functions which may be assigned from time to time.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE

KNOWLEDGE :	<ul style="list-style-type: none"> ▪ Excellent knowledge of how to deal with political situations. ▪ Extensive knowledge of management principles. ▪ Extensive knowledge of traffic and criminal laws and powers of rest. ▪ Knowledge of legislation that pertains to Citizens' Rights and Freedom, principles of fundamental justice and duty to act fairly. ▪ Knowledge of the Standing Orders of Parliament. ▪ Knowledge of Security Unit Policy and Procedures Manuals. ▪ Knowledge of Crisis Management Plan.
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	<ul style="list-style-type: none"> ▪ Knowledge of Terms and Conditions of Employment for Security Staff. ▪ Extensive knowledge in law enforcement, criminal justice/government security. ▪ Knowledge of laws, regulations, policies and procedures pertaining to the security of fire arms including the Firearms Act and the Police Service Act. ▪ Extensive knowledge of domestic and international security risks, trends, technologies, tools and intervention strategies.
SKILLS :	<ul style="list-style-type: none"> ▪ Possession of high level diplomacy skills. ▪ Extensive skill in the use and care of firearms, ammunitions and safety equipments. ▪ Considerable skill and experience in leading, coordinating and motivating teams. ▪ Must possess highly developed people skills, sound judgment, a well-cultivated capacity for listening and influencing managers at senior levels, achieving results through people, communicating clearly and convincingly orally and in writing, undertaking analysis and identifying solutions, and in the promotion of revised ideas and improved approaches for security.
ABILITIES :	<ul style="list-style-type: none"> ▪ Proven ability to react quickly and calmly in emergency situations and to determine proper courses of action. ▪ Ability to ensure firm and tactful enforcement of law and safe guarding of the rights of others. ▪ Ability to establish and maintain effective working relationships with associates and public ▪ Ability to use a computer to prepare electronic documents, manage e-mail communication and research information through the intranet/internet.
EXPERIENCE :	<ul style="list-style-type: none"> ▪ Significant experience managing the daily operations of a security unit; ▪ Experience conducting investigations. ▪ Considerable experience in the resolution of sensitive and conflict issues. ▪ Experience preparing complex documents such as business proposals and briefing notes.
ACCOUNTABILITY	
<ol style="list-style-type: none"> 1. Responsible for the development of a strategic management framework for the establishment and maintenance of the operational readiness of Security Services, the formulation of a long-term physical security strategy, and the planning and review of security operations. 2. Accountable for the undertaking of risk analysis regarding physical facilities. 3. Manage the identification of the sources and types of internal and external security risks and vulnerabilities faced by Parliament’s physical installations. 4. Responsible for overseeing the management of investigations, the conduct of major investigations, the implementation of corrective action, and the provision of security consultation services to assist clients in improving security. 	

5. Accountable for the undertaking of research with respect to physical security practices, methods, procedures and tools to ensure the development of expertise with regard to the most current technologies, techniques and processes in the physical security field.

WORKING CONDITIONS:

- Required to sit and concentrate for extended periods of time where reprioritized events create frequent disruptions.
- Stress and fatigue as a result of multiple work demands, tight timeframes and the need to balance conflicting priorities.
- Time pressures when dealing with politically-sensitive security and threat issues involving the Prime Minister, Presiding Officers, Members of Parliament, visiting dignitaries and senior management, as well as other work stressors such as verbal or physical abuse from irate, frustrated or distressed individuals.
- Demands of work can intrude into the private time of the incumbent, on weekends and at night.
- Some exposure to inclement weather conditions.
- Exposure to physical changes during crisis situations that affect the safety of individuals or the security of the Parliament.

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidence by a Diploma in Security Administration/Management or equivalent from a recognized institution or any other equivalent combination of training and experience.
- Having served in the Trinidad and Tobago Protective Services and having attained a supervisory/managerial rank.

SPECIAL REQUIREMENTS:

- Ability to work overtime to resolve security problems.
- CPR and First Aid.
- Firearm certification.
- VIP and Bodyguard certification.
- Pressure Point Control Tactics certification.
- Defibrillation certification
- Oxygen Therapy certification.
- Required to pass standards of fitness at recruitment and may be call upon to use physical intervention, including elements of a force continuum, to deal with emergency situations.

Certified