



REDRUTH TOWN COUNCIL

CCTV Operatives, Fixed term contract for 5 years

SCP 13 £28,163, pay award pending (26 hour contract pro rata)

One post available at 37 hours per week

One post available at 20 hours per week + 6 premium hours, (total 26 hours per week)

JOB DESCRIPTION

Responsible to:

Strategic Projects Officer

Job Purpose: to provide an effective and efficient CCTV service in the Town Council's CCTV facility and monitor all cameras belonging to RTC and its partners; adhering to service level agreements at all times.

Duties & Responsibilities

- To operate and monitor all systems within the control room in an effective and efficient manner, ensuring all work is undertaken in compliance with the operating procedures and data controls (GDPR)
- To work with all third-party partners such as the police and Cornwall Council via the approved communication methods to ensure the system is worked to its optimum.
- To respond appropriately to all CCTV incidents.
- To ensure all footage and records are kept to the highest standard so they are available as evidence in the event of judicial proceedings.
- To maintain the security and confidentiality of the CCTV Control Room by controlling access to visitors at all times.
- To report equipment failures to the maintenance contractor (Enerveo) and raise any areas of concern to the Strategic Projects Officer.
- To use Redruth Town Council IT packages effectively, updating and maintaining computerised systems to ensure the service performs successfully.
- To ensure a positive and flexible approach to the variety of tasks and work patterns within the role. This may include some working outside normal hours or at a different location.
- Manage information and operate in line with Redruth Town Council policies, procedures, and guidance on subjects such as Data protection, GDPR, Freedom of Information, confidentiality, information security

and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance.

This outlines the duties required for the post of CCTV Operator in order to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

CCTV Operatives – PERSON SPECIFICATION

	Essential Attributes
Educational Qualifications	<ul style="list-style-type: none"> • NVQ2 or GCSE Level Grade C or above in English and Mathematics or equivalent, or able to demonstrate suitable relevant experience. • CSAS accreditation or a willingness to undertake the training.
Skills and Knowledge	<ul style="list-style-type: none"> • You have excellent attention to detail and observation skills; and the ability to keep focused • You can think quickly and make decisions, and can stay calm in an emergency • You create accurate records and understand the need for them for evidential purposes. • You support and show consideration for others. • You work well with colleagues and partners and acknowledge the different ideas, perspectives, and backgrounds of others. • You share information and expertise with others. • You are honest, you respect and build relationships of trust. • You take responsibility for your work, your environment, and your development. • You are trustworthy and reliable • You pay attention to your own health, safety and wellbeing and that of others. • You acknowledge your errors, report them as appropriate and play your part in addressing them. • You appropriately challenge unhelpful behaviour. • You seek feedback and review your own contribution. • You are open to change and improvement. • You take responsibility for your development. • You are enthusiastic about and take pride in your work. • You apply expertise, solve problems, and make improvements to deliver good customer outcomes. • You plan and organise your work and manage your time effectively. • You are flexible and adaptable. • You are proficient in the use of IT. • You understand the principles of the Data protection, Freedom of information act, Health & Safety in the workplace.

Other	<ul style="list-style-type: none">• This position is subject to an Enhanced DBS check• Successful applicants must be willing to study for a Level 2 Qualification in CCTV Operations which includes sitting an examination.• Successful applicants will be expected to apply for a CCTV (PPS) Licence
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This post will be funded in a collaboration between Redruth Town Council, Truro City Council, Camborne Town Council and Perranzabuloe Parish Council.