



# **ROLE PROFILE**

**NATIONAL TRAINING AREA  
MANAGER (RADAR AND CCTV)**

**LANDMARC**

## ROLE PROFILE:

### NATIONAL TRAINING AREA MANAGER (RADAR AND CCTV)

### LOCATION: NATIONAL ROLE BASED IN REGION

### REPORTING TO: RANGES AND TRAINING AREAS ASSURANCE MANAGER

### RESPONSIBLE FOR: N/A

#### Summary of Role:

To support the TAROM operation of the contract by providing technical advice and assurance regarding the management of Ranges, Training Areas and Training Facilities focusing on the NTAM specialist area, detail below:

Radar and CCTV

#### Duties of Role:

The following list is not exhaustive and other duties of a similar level and nature may be required from time to time including complying with new policies that are introduced.

#### Primary Duties:

- To support the Ranges and Training Areas Assurance Manager in the delivery and development of processes and guidance for the contract requirements as specified below:

<b>TESC – Schedule 28</b>
Part 5: Core Statutory & Mandatory Obligations
Part 6: Core Maintenance Services
Part 15 – Training Areas & Ranges Operations & Management
1. General
2. Provision of Ranges, Training Areas & Training Facilities
3. Handover & Handback of Ranges, Training Areas & Training Facilities
4. Not required
5. Operation of Ranges, Training Areas & Training Facilities
6. Operation of Training Control Offices
7. Not required
8. Not required

9. Not required
10. Clearance and Disposal of Military Debris and Litter.
11. Location Specific Services
12. Not required.
13. Academic Air Weapons Ranges Service
14. Copehill Down Village Urban Services
15. Fully Serviced Ranges

- To carry out technical inspections on surveillance systems, identify remedial works and progress through to completion.
- Responsible for the management and delivery of RADAR, CCTV and software platform training to ensure all processes are performed in accordance with company policy and statutory requirements. To give SME assistance to L&D Management for RADAR and CCTV related training design.
- Support the implementation of the internal audit programme and all necessary systems, policies and procedures to ensure effective and efficient management of surveillance systems. Provide feedback on the effectiveness of business processes and recommend improvements.
- To provide technical support to the Ranges and Training Areas Assurance Manager, Regional Operations Managers, Head Office Project and Commercial teams for Additional Works Services (AWS) relating to surveillance system design, compliance and operation.
- Lead on surveillance systems reactive maintenance works and provide reports on expenditure.
- To liaise with all stakeholders to ensure effective training area surveillance and operation including:
  - RAF Role Office CIS Teams
  - Surveillance system sub-contractors
  - Service users including providing information on 'maximising' the capability
  - Employers representatives regarding surveillance system design, operation and compliance
- To complete all relevant documentation utilising both IT and paper based systems.
- Ensure compliance with the Internal Control Document.

### Secondary duties:

- Support other teams as required carrying out activities including, but not limited to, investigations, auditing, creating reports and analysing management information.
- Support the preparation of routine operational reports for submission to the Landmarc contract management team.

- Attend meetings as and when required.
- Support the business strategy and explore and develop growth opportunities both within and outside of the contract.

## Corporate duties

- To be personally responsible for following all company policies and procedures including, but not limited to, operating procedures of the Company Health and Safety manual, Environment and Sustainable Development, Sustainable Procurement, HR, IT and Security.
- Establish and maintain effective formal and informal collaborative working relationships with all key stakeholders generally, to exchange information and views and to ensure that the Company is providing the appropriate range and quality of services.
- To ensure Landmarc meets the needs of our service users we all work flexibly. This means everyone undertakes development and contributes towards continuous improvement and works in a way in which we are all willing to change our hours of work, tasks and locations, sometimes at short notice.
- Support effective communications within the Company.

## Ideal Person:

The following lists detail the ideal person to carry out this role and will be used as the selection criteria during the recruitment process.

## What you know:

- Knowledge of RADAR and CCTV surveillance systems.
- Knowledge of RAF CIS based Authorisations.
- Knowledge of H&S such as COSHH, manual handling, risk assessments and safe systems of work to IOSH Managing Safely level.
- Knowledge of project work and the practicalities of delivery.
- Knowledge of facilities management methodologies such as planned, preventative and life cycle maintenance planning regimes, etc. gained through a Level 4 qualification such as ONC/OND/NVQ.

### What you can do:

- Access the qualification, competence and experience sufficient to appoint appropriate levels of RAF based engineering authorisations (Equivalent of RAF level J Appointment).
- Understand and explain contractual requirements.
- Ensure appropriate quality standards are adhered to.
- Plan, analyse and act on management information.
- Teach and operate VTS or surveillance system software.
- Produce reliable management information.
- Communicate clearly with the Employer and other stakeholders at all levels.
- Drive continuous improvement.
- Performance manage teams and outputs by utilising management tools.

### Prerequisites for employment

- Full driving licence valid in the United Kingdom.
- Complete Baseline Personnel Security Standard – this is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited.
- National Security Vetting may be required however; you will be informed of this requirement during completion of the Baseline Personnel Security Standard.
- Candidates must meet the UK residency requirements to undergo the above (5 years minimum).

## Our Values

- Take time to take care of yourself, look out for yourself and others, and stop and step-in if you need to.
- Always do the right thing, not just the easy thing; integrity in all that we do at work and at home.
- Put the customer's needs first, in everything we say, consider or do.
- Promise only what can be delivered; once promised it's a Landmarc commitment.
- Take pride in what you do, you've a lot to be proud of.

## Our Behaviours

- Live Our Values, know what they are and what they mean to you and how they influence what you do, we should believe in them and demonstrate them always.
- Build Relationships, we are a people-business and relationships are the foundation of accomplishment. Take every opportunity to build and strengthen relationships with colleagues, customers and suppliers. Together we are stronger.
- Give Feedback and Recognition, creating an environment in which we openly and thoughtfully give and receive feedback and recognition builds trusting teams. Feedback and recognition also foster a culture of growth.
- Embrace Flexibility, in all that we do and how we do it. Change can come with or without warning and in either case, we must improvise, adapt and overcome to remain relevant to Our Mission.