

Job Description

Basic Information

- 1 **TITLE OF POST:** Programme Manager – Explosives and Weapons Detection, Identification and Monitoring
- 2 **GRADE:** 7
- 3 **DIRECTORATE:** SRG
- 4 **UNIT/TEAM:** HOSDB
- 5 **LOCATION:** Sandridge, St Albans, Hertfordshire

Description of Job

6 BACKGROUND:

The Home Office Scientific Development Branch (HOSDB) provides expert scientific and technical support to police forces and government departments, including the Home Office, across the UK. We are involved in the evaluation and application of new and existing technologies to meet our stakeholders' needs, often with national security as the principal concern.

The Explosives and Weapons Detection, Identification and Monitoring team carry out evaluation and development of detection systems to support the police, Department for Transport and CPNI in protecting the public, transport networks and Critical National Infrastructure against terrorist and criminal attack using explosives, firearms and other weapons. Team members also participate in the development of international standards and regulations for transport and public security by the International Civil Aviation Organisation (ICAO), European Civil Aviation Conference (ECAC) and the EU Technical Task Force on the Security of Explosives.

Technologies used include vapour and trace detection techniques such as Ion Mobility Spectrometry, bulk detection and imaging techniques such as X-ray imaging, metal detection and millimetre wave/terahertz imaging. In addition to in-house evaluation and development, the programme includes the organisation and coordination of a cross-departmental call for proposals to procure and manage innovative R&D.

The Explosives and Weapons Detection, Identification and Monitoring team work closely with the HOSDB Chemical, Biological, Radiological and Nuclear team and effort is shared across the two programme areas.

7 PURPOSE OF POSITION/ REASON FOR THE JOB'S EXISTENCE:

The Programme Manager will lead this team in achieving the above objectives within a delegated budget (currently £1.9 million from 3 UK and 1 international funding stream) and to agreed timescales. The Programme Manager is also responsible for continuing professional development of their staff and continuous improvement in quality and timeliness of deliverables. It is expected that the team will increase in size over the next two years so the Programme Manager will need to participate in recruitment and promotion assessments and re-structuring.

The Programme Manager will also represent the Branch on the CONTEST RADWG Explosives Group which is tasked with coordinating and prioritising UK Civil & Military explosives R&D in support of the Government's Counter Terrorist Strategy. Additionally, s/he will represent the Branch and Sector at international explosives and

weapons committees and technical fora, including with the USA, EU and Israel. S/he will be a member of, and responsible to, the E&W Programme Steering Board, consisting of customers, partners and stakeholders from across UK government and the Police Service, under chairmanship of the Office for Security and Counter Terrorism.

8 RESPONSIBLE TO: Sector Manager, CBRNE

9 RESPONSIBLE FOR: (Current) 1 x Senior Scientific Officer, 2 x HSO technical officers, 3 x Scientific Officers and 1 x Students on 1 year placement. **(Planned mid-2008)** 3 x Senior Scientific Officer, 5 x HSO technical officers, 7 x Scientific Officers and 1 x Students on 1 year placement.

10 TASKS/ ACCOUNTABILITIES/ RESPONSIBILITIES:

- Planning and delivering a programme of work for the Home Office and other government departments to time and budget.
- Monitoring of performance against plans.
- Resource allocation and resolution of projects within the programme.
- Technical leadership of the programme
- Provision of technical advice to industry, government and the Police.
- Professional development of staff.
- Continuous improvement in quality of output.
- Liaison with Academia, industry, Police, MOD and other government departments.
- Membership of technical committees and working groups.
- Assistance to colleagues in other programmes as required.

11 ANY SPECIAL CONDITIONS

- Some unsocialable and out of hours working may be required
 - Travel within the UK and overseas is expected.
 - Normal working hours are 37 per week, flexitime is available.
 - Public transport to the site is very limited, therefore a driving licence and own vehicle is desirable. Vehicles are provided for official travel.
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