

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION

CLOSE CIRCUIT TV OPERATOR

(on terms and conditions to be determined by the Chief Personnel Officer)

JOB SUMMARY

To provide CCTV system support at the Office of the Prime Minister.

REPORTS TO: Director, Corporate Services or other designated officer

SUPERVISES: N/A

DUTIES AND RESPONSIBILITIES

- Operates and monitors all systems within the Control Room in an efficient manner ensuring that all work is undertaken in compliance with the operating procedures, legislation and the codes of practice.
- Assists in obtaining and maintain established standards.
- Liaises with the Police, other agencies and members of staff to ensure the appropriate use of the system.
- Records all events and actions taken in a clear, legible and accurate written format.
- Provides an efficient and courteous radio and telephone answering service.
- Reports equipment failure to the site supervisor to maximise operation of the system.
- Maintains a secure system for providing data in accordance with the regulations and standard operating procedures and ensures the security of the control room and equipment is maintained at all times.
- Captures detailed video information to assist the protection service in identifying criminal activities.

KNOWLEDGE, SKILLS AND ABILITIES:

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- Sound knowledge of Digital imaging.

SKILLS AND ABILITIES:

- Ability to observe and react quickly and calmly to incidents.
- Must be a good team player, possess good oral and written communication skills and be able to demonstrate a firm, tactful approach to work.
- Visual and spatial ability to analyse shapes and images on a monitor screen in a logical fashion.
- Must be able to work on a shift basis.

MINIMUM TRAINING AND EXPERIENCE

- Five (5) CXC subjects including English Language and Mathematics and General Proficiency Level I and II.
- Minimum of one (1) year experience in a similar environment.
- Computer Literate as evidenced by a certificate from a recognised institution.