



CIVILSERVICE

Border Force - Assistant Border Force Officer- Multiple Posts, - Ref:1266870

**Department**

Home Office

Business Area

Home Office

Directorate

Home Office - Border Force

Number of Vacancies

400

Location: Region

National

Location: City/Town

National

Site

Various

Grade

AO

Functional Grades AO

Assistant Immigration Officer

Salary Minimum

National £15,386, London & Gatwick £16,518

Salary Maximum

National £17,377 London & Gatwick £18,657

Type of Role

Operational Delivery

Stage 3 eligibility

Level transfer and promotion

Reserved/Non Reserved posts

This is a reserved post and therefore only open to UK nationals

Security

Security Check

Criminal Records Bureau Check

This post requires a Criminal Records Bureau Check

Job Description

The role of the Assistant Border Force Officer is challenging and varied. The job holder will be a member of our frontline staff and will be deployed to conduct a range of activities including the immigration control and a range of customs activities.

The tasks include but are not limited to:

- Supporting operations on the EU/EEA and non EU/EEA Primary Control Point (PCP), taking appropriate action where required. (E.g. suspected forgeries, impostors, child traffickers, or where further questioning is required of the passenger).
- Operating ePassport gates and processing EU/EEA passengers who hold biometric passports.
- Supporting general aviation operations, which will include visiting privately operated flights. This could be at your location or at private airfields.
- Acting on e-Borders or manual alerts as directed including JBOC alerts
- Behavioural profiling, questioning and interception of passengers and their baggage at the gates and in the Customs' channels.
- Baggage searches for both people and goods in referred cases.
- Use of x-ray or ion track scanners, PNC and Centaur checks, Search of person, SIR, Compass body x-ray or EMIT urine tests;
- Note booking details of passengers subjected to a baggage examination as appropriate.
- Making notebook entries/prepare witness statements in potential immigration prosecution cases and witness reports for CL files.

As a job holder you may be deployed to the mobile team capability and will be trained as a multi-functional officer. Our mobile teams are deployed to high priority activity including the Primary Control Point (PCP) and secondary activity. You can expect to be deployed on tasks that support other strategic objectives such as counter terrorism and human trafficking, which may require that you deploy across sites other than your normal location.

Competence 1

CCF1: Leadership and Managing Myself and Others: E) Leading on Equality & Diversity

Competence 2

CCF2 : Working with Others: B) Develop & Maintain Good Working Relationships

Competence 3

CCF2 : Working with Others: A) Customer Focused

Competence 4

CCF3: Communication: B) Speak Effectively

Competence 5

CCF4: Analysis & Use Of Evidence: A) Gather & Manage Information

Competence 6

CCF4: Analysis & Use Of Evidence: B) Use Evidence Effectively

Licence

UK Driving Licence

Working Pattern

This job/these jobs are available for full time or part time staff only

Employment Terms: Post Type

Permanent

Employment Terms: Hours

36/37

Relocation Package

N/A

Allowances

Annualised Hours Allowance

Benefits

Approved to advertise at stage 3 due to large number of recruitment requirements

Interviews

Interviews will take place in September and will be competency based.

Assessment Centres/Offline tests

Sifting will take place during August and will be in the form of two online tests. Candidates will be notified of the details including instructions by email.

Terms of Transfer

Voluntary Transfer Terms

Further details**PLEASE NOTE:**

You will not be eligible to apply for these roles if you made an application to the Heathrow specific campaign which was advertised May/June 2012 which is still outstanding or if you were unsuccessful at interview stage.

Border Force is a law enforcement organisation with primary responsibility for immigration and customs matters at the border.

Posts will be available at the following locations:

Heathrow

South & Europe - Gatwick, Southampton, Portsmouth, Bristol

Central Region - Luton, Stansted, Birmingham, East Midlands

When applying candidates will be asked which post at which location they are applying for. You will not be able to submit multiple applications, but you will be able to express an interest in working in alternative locations.

Candidates should carefully consider whether the travelling time to their chosen location is acceptable to their personal circumstances given that these are shift working posts. Part time workers will be required to work full shifts. Successful candidates will be required to travel by public transport or their own private vehicle at their own cost and will not be eligible for travelling time.

Successful candidates will be placed on an Annualised Hours Working (AHW) contract and weekly rostered hours will vary.

AHW is an attendance system in which the job holder is required to work a set number of hours in a year rather than in a day or week depending on the needs of the business and within restrictions of the working time regulations. The job holder is rewarded for the nature of attendance that they actually provide.

The rates of AHW allowance are driven by the business requirement and your rate will be confirmed when you are appointed. This will be paid as a percentage of your salary and could represent 50% of the basic salary for the grade but the median is around 35%.

This is an exciting and flexible role but these posts can be physically demanding and require a high level of flexibility to meet changing demands.

Successful candidates will be required to complete specialist training including Personal Safety

Training (PST) up to and including Level 3. You will be required to attend and pass a course in personal safety, arrest and restraint techniques and also refresh these skills on an annual basis. Some of the skills you will be taught on the course include handcuffing a subject, controlling a subject without the use of handcuffs, defending yourself against an attack and the importance of good decision making during a conflict situation. This will involve physical activity and physical contact with delegates during the course.

Due to the operational duties of this warranted role which has powers of arrest, it is an essential requirement to complete the requisite training. You should therefore confirm that you have your Department's written endorsement that you would return to your parent Department in the event that you fail to meet the training requirements.

Applications from surplus staff applying on level transfer will be considered before applications from other level transfer staff/promotion staff and in line with the usual process.

Redeployees applying on promotion will not be given priority status.

Redeployees applying on level transfer please note: you will also be required to include a copy of your letter confirming your redeployment status. Failure to do so could see your application rejected.

You will be referred to as an Assistant Border Force Officer in your new role, however, from a legal perspective you will be acting as an Assistant Immigration Officer when exercising immigration, nationality and asylum functions and as a designated customs official when exercising general customs or customs revenue functions.

Minimum period of posting is 3 years for Heathrow and 2 years for all other locations.

The posts are open to staff who work full time or part time. Part time workers will be required to work full shifts.

Employment Terms/Hours:

Working hours for Heathrow will be 36 hours, all other locations will be 37 hours.

Although recent operational experience of working in a port would be an advantage, applications are encouraged from people working across other business areas.

In particular we are looking for staff who:

- have a strong sense of personal ethics and honesty;
- enjoy dealing with members of the public and external stakeholders;
- can manage difficult and challenging situations;
- are professional and customer focused

A full UK Driving Licence is essential as you will be expected to drive on official business both on and off port. As an official driver you will need to undertake an airside medical test and an airside driving course. Reasonable adjustments will be considered for staff with disabilities

Please note: your application must be completed accurately and all required documentation must be provided when requested otherwise this may result in your application being rejected.

For further information regarding these posts please e-mail:
BorderForceRecruitment@homeoffice.gsi.gov.uk

How to apply:

Please click on the further details URL link, alternatively copy the link into your browser bar

Further Details URLs

<http://www.capitaras.co.uk/internalborderforce/>

The Civil Service is committed to providing services and developing policies which embrace diversity, promote equality of opportunity and eliminate unlawful discrimination. We are an equal opportunities employer and treat every application on the basis of merit alone. We also offer a guaranteed interview

scheme for disabled applicants who meet our minimum selection criteria.

The Equality Act 2010 prohibits unlawful discrimination on the basis of the following protected characteristics: Age, Disability, Gender reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage & Civil Partnership, Pregnancy & Maternity and we will not tolerate any discrimination on those grounds.

You will be released (and start your new post) 4 weeks from the date of the offer letter. If you need to change this period, you must negotiate a start date with your new and current line manager.

Pension Statement

Pension schemes are available and more information will be provided to successful candidates. For further information on these schemes please refer to the following website
www.civilservice.gov.uk/pensions

Closing date

3 Aug 2012