

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Warwickshire Local Resilience Forum – Tactical Lead
Salary Grade:	HAY Band F (£49,795 - £56,432)
Team:	Community Safety
Service Area:	Localities and Community Safety
Primary Location:	Shire Hall, Warwick
Political Restriction	This position is not politically restricted.
Responsible to:	Line managed by Head of Community Services (WCC) Supervised by Warwickshire Local Resilience Forum Strategic Lead
Responsible for:	N/A

#### Role Purpose

The Warwickshire Local Resilience Forum (WLRF) exists following the introduction of the Civil Contingencies Act 2004. This strategically focused multi-agency forum (consisting of between 20-30 partner organisations) ensures that the duties under the Act to: plan for; respond to and recover from emergencies are properly undertaken in a coordinated way to ensure the safety of residents and visitors in Warwickshire from specific and generic threats & risks, within the overall risks identified by Central Government. These are refined to address local risks within the Community Risk Register. The WLRF is chaired by a senior officer from one of the emergency services.

The role of the post holder will be to provide leadership and management at the tactical level of the WLRF and co-ordinated management of the operational delivery of the WLRF in order that it meets the priorities established by the multi-agency partnership. In particular, the post holder will be required to ensure that all the sub-groups in the WLRF structure are accountable in order to meet the overarching aim and objectives of the WLRF and the terms of reference of each group. The post holder will be ensuring that work is undertaken and completed in a prioritised manner. This is a complex and challenging role requiring an understanding of the diverse and complicated issues around partnership working, requiring excellent communication skills, an ability to prioritise work on a regular basis and the ability to indirectly manage partners at all levels, to achieve WLRF policy and procedures, including research and supporting the work streams of the sub-groups. This will entail directing the working group chairs to deliver work streams against set timelines and holding chairs accountable to the Strategic Group for delivery.

The post holder will be accountable to, and have their objectives set by, the WLRF Strategic Group Chairs. Line management of the role will be undertaken by the Head of Community Services at

Warwickshire County Council in the first instance and then ultimately to the Strategic Chair. The post holder will be considered as a key component of the WLRF Tactical and Strategic groups, ensuring that work is delivered in-line with the agreed partnership priorities.

## **Role Responsibilities**

The post holder will:

1. Contribute effectively to the development of strategy and policy for the WLRF, making strategic recommendations as appropriate to the Strategic Group and strategic and tactical partners including Chairs of any WLRF sub-groups. This may be by way of providing advice and guidance to members, preparing strategic position papers and briefings that ensure the WLRF prioritises its risks and objectives.
2. Provide strategic guidance to ensure compliance with the overall objectives of the WLRF. This will include interpreting legislation, guidance and other material relevant to the WLRF and the contingency planning process. Making recommendations to the WLRF and sub-group chairs, identifying risks/impact and providing properly researched solutions to meet desired outcomes.
3. Direct, develop and deliver on WLRF related policies and oversee their implementation in liaison with WLRF partner agencies. Liaison will be at Chief Executive/Director level of partner agencies as well as through the Emergency Planning Managers (Tactical level) and Sub-group chairs. Directing partners to account for delivery of key work streams within agreed timescales as requested by the Strategic Group.
4. Maintain key liaison with the WLRF partners (between 20 - 30 partner agencies), DCLG Resilience and Emergencies Division (Central) and the Cabinet Office, presenting and delivering key strategic WLRF policy and work streams where appropriate. This may include deputising for the Chairs of any WLRF group at meetings and conferences.
5. Liaise and co-operate with surrounding LRFs.
6. Co-ordinate the work of the WLRF from Strategic level to Operational delivery level, maintaining effective communication with all agencies and to ensure those agencies are engaged and involved appropriately.
7. Undertake a project executive role in relation to the work streams of the WLRF and its sub-groups. This includes analysing problems and identifying solutions – tasking, coordinating and ensuring delivery of multiple projects. Also to support those sub-groups in order to achieve their objectives.
8. Oversee and develop WLRF communication mechanisms such as the WLRF webpage content and the resilience partners national communication forum (Resilience Direct).
9. Act as primary point of contact for the reception, collation and dissemination of information into and from the WLRF which has security rated levels up to and including 'official-sensitive'. To provide the WLRF interface with other agencies at national, sub-national and local level directing that work where necessary.
10. Oversee the smooth running of all WLRF meetings; managing the administrative support (preparing agendas, reports, briefings etc...) provided by Warwickshire County Council. Overseeing the recording of key decisions and actions and holding sub-group chairs to account for delivery of actions and work streams within agreed timelines.

11. Chair multi-agency meetings as and when required to address specific subject areas.
12. Continually evaluate WLRF progress, events and exercises in order to identify and implement good practice to achieve organisational development and effectiveness.
13. Assisting and monitoring of the WLRF finances, preparing reports on the WLRF budget position for the funding partners of the WLRF (there are 8) and the wider WLRF partnership if required.
14. As requested, assist in and support the activation and coordination of the response to a major emergency in the WLRF area or involving WLRF partners.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

A minimum of 3 years experience in providing advice and guidance on emergency planning to Chief Executive/Officer level	A & I
Extensive experience (minimum of 3 years) of multi agency partnership working in emergency planning	A & I
A Degree in Disaster Management/Emergency Planning, or proven extensive working knowledge and understanding of the Civil Contingencies Act 2004, the Local Resilience Forum structure, activities and responsibilities and associated emergency planning legislation	A, I & D
Substantial experience in planning, organising and co-ordinating multiple partners to undertake a variety of projects and programmes in order to achieve prioritised delivery of actions	A & I
Ability to compile factual, concise and comprehensible written reports, position statements and briefing papers for the WLRF strategic level	A & I
Proven communication skills - both verbal and written. This should include: negotiation and influencing; interpretation; interpersonal skills also an ability to communicate complex information in concise briefing papers; deliver presentations and training.	A & I
Experience of handling and processing manual or computerised information	A & I
Proven management experience with demonstrable expertise in respect of analysing problems, identifying or creating new solutions and communicating remedial actions	A & I

Proven experience of developing and implementing new policies and procedures	A & I
Extensive organisational and time management skills to deliver desired outcomes including tasking and accountability aspects, also an ability to work under pressure, prioritise tasks to ensure risk based delivery of workstreams under own initiative	A & I
Ability to maintain confidentiality and discretion	A & I
Ability to ensure delivery of events, training sessions, seminars and exercises	A & I
Understanding of confidentiality, document security markings and Data Protection/Freedom of Information issues	A & I

### Desirable Criteria

Assessed By:

Ability to present information in a formal setting to senior management	A & I
Able and willing to travel to different work locations within the WLRF area and wider West Midlands region as the work requires	A & I
A high degree of ability in the use of: MS Office suite of programmes; e-mail systems; electronic diaries; internet; Resilience Direct	A & I
Awareness of workplace health & safety issues particularly with regard to lone working	A & I
Ability to promote diversity and human rights in the workplace	A & I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes	<input type="checkbox"/> Any other frequent driving or prolonged driving

assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	