

# 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 Resilience Project Officer
JEID	M0706
Salary Grade	I (£31,364)
Team:	Warwickshire Local Resilience Forum Secretariat Team
Annual Leave:	28 days (includes bank holidays)
Service Area:	Communities (Fire and Rescue)
Primary Location:	Home Working and at Shire Hall, Warwick
Political Restriction	This position is not politically restricted
Responsible to:	Line managed by the WLRF Tactical Lead
Responsible for:	None

The post is temporary for 12 months, based on government funding. If further funding is received, the contract may be extended past 12 months. The post is ideally full time but part time will be considered.

#### Job Purpose:

The fundamental purpose of the role is to undertake specific multi-agency emergency planning and resilience projects for the Warwickshire Local Resilience Forum (WLRF).

#### Role Purpose

Warwickshire Local Resilience Forum (WLRF) is a multi-agency forum of agencies that plan for, respond to and help the community recover from major incidents taking place in or affecting Warwickshire, such as: flooding; large fires or health disease outbreaks. It was formed in 2005 after the introduction of the Civil Contingencies Act 2004. Between 20-30 agencies are represented on the Forum, including Emergency Services, Local Authorities, Utility companies and Voluntary agencies.

The Secretariat Team exists to help enable, facilitate and co-ordinate these agencies to deliver their legal duties under the legislation. The sector is very diverse, one day working with the Emergency Services to plan a large training event, the next day developing response plans or reviewing risk assessments. The variety of organisations we work with brings much diversity, interest and understanding about how we can better help the public prepare for and respond to incidents and how the agencies can better prepare to respond as well.

Working with WLRF partners, the post holder will undertake specific projects and areas of work for the WLRF. The work areas will be linked to the key priorities of the WLRF which are regularly reviewed, as we continue to strengthen and develop the work of the WLRF and further align ourselves with the UK Government Resilience Framework. Projects may include: developing risk assessments, planning assumptions and response partners capability identification; undertaking an audit of partner agencies cyber resilience; leading on the delivery of specific training and exercises; developing WLRF multi-agency plans; reviewing and updating our 'lessons identified and learned' process; developing societal resilience and other key areas of emergency planning and resilience work.

The post holder is expected to work with WLRF partners to undertake the project work and support and contribute to the work of the WLRF Secretariat Team. This will include convening and facilitating meetings and workshops with partners, keeping track of the delivery of actions and developing plans and processes. The post holder will be expected to review national notable practice and guidance where applicable and help build strong working relationships with WLRF partners, subject matter experts and other partners who we work with.

The partnership working will be diverse, interesting and stimulating – the Secretariat Team do not work for any 'one' specific organisation, but for the good of the collective.

The post holder will have their work objectives and day-to-day work load set by the WLRF Tactical Lead. Work will need to be undertaken and completed in a prioritised manner.

## **Role Responsibilities**

The post holder is expected to:

1. Support and facilitate the delivery of key areas of multi-agency emergency planning and resilience work in-line with the Civil Contingencies Act 2004 and the UK Government Resilience Framework.
2. Support the delivery of WLRF priorities and areas of work.

3. Establish, develop and maintain effective professional and positive working relationships with a wide range of WLRF partners and stakeholders across Warwickshire and other LRF areas.
4. Design, develop and deliver multi-agency projects to enhance capabilities across Warwickshire LRF, including monitoring progress, reporting at regular intervals and escalating where appropriate.
5. Research, analyse and summarise key information from a variety of sources (including national reports and policies) to help inform and strengthen WLRF plans, processes and overall resilience.
6. Provide advice and guidance to WLRF partners in the delivery of specific areas of work.
7. Contribute to the WLRF Annual Work Plan and report to WLRF Tactical and Strategic groups when appropriate and needed.
8. Actively engage in national, regional and sector initiatives, meetings and workshops, developing and strengthening relationships with partners regionally and nationally.
9. As requested by the Tactical Lead, assist in and support the emergency response to major incidents in or affecting the WLRF area by attending relevant response meetings and assisting to deliver on actions raised.
10. Undertake any other duties commensurate with the nature and grading of the post, which may be assigned to the post-holder by the WLRF Co-ordinator or Tactical Lead.

The post holder will need to be able to work from home regularly but be willing and able to work from Shire Hall in Warwick a few times a month and be willing to travel to other venues in the Warwickshire area occasionally.

This post is not inclusive of a standard regular 24/7 duty officer system rota, however due to the nature of the work, it is desirable if the post holder could **occasionally** assist WLRF partners in response to an incident (e.g. helping to support Tactical Co-ordinating Group processes). This is if the post holder is contactable and available to assist. Remuneration will be at the standard rates:

- Monday – Saturday: time and a half
- Sunday and Public Holidays: double time (this is when supporting partners in responding to an emergency).

## 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:

To hold an Emergency Planning qualification (BA or BSc level) or Project Management qualification (PRINCE 2), or a minimum of 3 years equivalent experience. NVQ level 5 and diplomas in a related subject will be considered, if related to the requirements of the role.	Application form/interview
Demonstrate experience of working in emergency planning/resilience, or a project management environment.	Application form/interview
Demonstrate experience of working in a multi-agency partnership and an ability to build positive working relationships.	Application form/interview
Demonstrate skills to lead, influence and work co-operatively with stakeholders to effectively deliver essential project outputs.	Application form/interview
Comprehensive knowledge of the Civil Contingencies Act 2004, associated legislation and national initiatives in resilience.	Application form/interview
Able to plan, lead and positively contribute to multi-agency meetings and workshops with LRF partners and stakeholders.	Application form/interview/test
Experience of working collaboratively with colleagues to design, action, monitor, deliver and review jointly agreed areas of work.	Application form/interview
Demonstrate confidence and an ability to advise and give guidance to partners on key areas of project work.	Application form/interview
Experience with developing, preparing, communicating and presenting reports targeted at senior officers.	Application form/interview
Demonstrate excellent verbal and written communication skills in particular when dealing with external agencies and colleagues.	Application form/interview

Proven ability to progress multiple work assignments with minimal supervision.	Application form/interview
Ability to work under pressure.	Application form/interview
Able and willing to travel to different work locations within the WLRF area and wider area on occasion as the work requires.	Application form/interview
Ability to maintain confidentiality and discretion	Application form/interview
Understanding of document security markings and Data Protection/Freedom of Information issues	Application form/interview

### Desirable Criteria

Assessed by:

A specialist knowledge in any of the following areas: Risk Assessment Developing Multi-agency plans Community and Societal Resilience Cyber Resilience	Application form/interview
Experience of contributing to accurate financial record keeping.	Application form/interview
Strong use of ICT technology and systems, and thinking innovatively about ways of working.	Application form/interview
Awareness of workplace health & safety issues particularly with regard to lone working.	Application form
Ability to promote diversity and human rights in the workplace.	Application form

## 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 assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving 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 checked="" 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 checked="" 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"/> 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):	