

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Force Resilience Planning and Business Continuity Coordinator	Current Grade:	B002
Department:	Central Operations	Area:	Force Headquarters
Reports To:	Chief Inspector Operations	No of Posts:	1
Level of vetting:	BV	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Act as the strategic national lead for Resilience Planning and Business Continuity Force wide, providing guidance and advice to Divisions, ensuring BTP has a corporate response to its statutory responsibilities under the Civil Contingencies Act 2004 and other national guidelines.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

Non direct: Ensuring that Central Resilience planning activity remains within set financial parameters.

Staff Responsibilities – Direct or Non-Direct

Direct: Line manage 1 x Resilience Planning Business Support Officer

Direct: Provide strategic leadership and co-ordination of activity undertaken by Divisional Resilience Planners providing guidance and strategic direction.

Any Other Statistical Data

Responsible for managing the maintenance of Departmental and Divisional BC plans by local managers/ RPOs.

Responsible for maintenance of 205 BTP Force Business Continuity plans.

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Manage the overall strategy of contingency planning and business continuity on a national level for BTP ensuring BTP compliance with its statutory obligations by developing and maintaining relationships with key internal stakeholders with particular focus on the Force Mobilisation Plan and by working with Area Inspectors (Operations) to ensure effective management of the Area based Mobilisation Plans.

Direct, co-ordinate and deliver all internal Business Continuity training and associated activities within BTP, to meet the required short and long term requirements of BTP using the most effective training methods

Provide leadership to the Divisional Resilience Planning Officers and Resilience Planning Assistant, quality assuring Force and Divisional level plans and ensuring BTP has a high level of Emergency Preparedness that is grounded in the levels of inter-agency co-operation and shared understanding that will enable an effective response and on-site support to major incidents.

REWARD

Provide strategic and tactical support to the Force Resilience Planning Lead (Inspector) Chief Inspector Operations and Divisional Chief Inspector Operations in the design, planning and implementation of Central and Divisional based internal and external Emergency Preparedness tests and exercises. Manage the debriefing process for the above exercises, preparing relevant management reports to ensure all strategic learning is captured.

Provide high level specialist advice and guidance to the Force Executive Board on Emergency Preparedness and Risk Management, working to ensure BTP meets its obligations in relation to BTP strategic objectives, legislative requirements and operational demand.

Design, implement and participate in Force level projects relating to Emergency Preparedness and BTP's response to major Incidents.

Engage with internal and external stakeholders (including Divisional Commanders, FEB members and external partners) to raise awareness of the Civil Contingencies Act, wider Resilience planning issues and corporate standards through presentations/ briefings, representing BTP internal/external meetings and by contributing to the planning process for major events

Undertake the role of specialist Resilience tactical advisor to the Gold Commander in the event of an activation of the FHQ Gold Support function.

Deputise for the Force Resilience Planning Lead (Inspector) as required.

Identify and use external agencies as required to be able to meet the requirements of the Senior Command Team for Business Continuity in a professional and cost effective manner

Prepare statistical breakdowns and analysis for SCT on a regular and ad hoc basis and review these with the appropriate Area Commander or FHQ Department Head, to promote effective Business Continuity Management

E. DECISION MAKING:

Make decisions

Make decision on behalf of BTP regarding levels of contribution/commitment the Force can make to multi agency strategic partnership meetings, within parameters pre set by the FHQ EPCU management.

Negotiate on behalf of BTP with external service providers to ensure best value in securing logistical support services for a Major Incident response, working within pre-agreed parameters.

Make decisions around the interpretation and application of aspects of the Civil Contingencies Act 2004 and related statutory responsibilities, advising Areas/ Divisions on how this should be factored into relevant plans/ exercises.

Significant say in decisions

Contributes to FHQ Operations Management team discussions.

Undertake analysis/research and use this to provide direct strategic and tactical advice/recommendations to assist the Chief Inspector Operations and the ACC Operations in making informed decisions.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

All BTP employees, Divisional and FHQ Management Teams:

Providing specialist strategic and tactical advice and guidance.

Divisional Management Teams and Resilience Planning officers:

Coordination of Area based Civil Contingency Act activity.

Direct tasking of activities through the central tasking process.

External

All category 1 and 2 responders and voluntary bodies, with particular emphasis on Emergency Services, the Military, National Agencies, the Rail Industry and service providers.

Liaise with Professional organizations (e.g. ISO, BCI, EPS) to ensure BTP practices reflect national good practice.

Facilitate the representation of BTP at the appropriate level at strategic practitioner groups.

Build working relationships with external agencies to facilitate information capture, horizon scanning, knowledge refreshing and the identification of good practice and best value solutions beyond the policing environment.

The Business Continuity Institute, Government Departments, Home Office Police Forces, other Emergency Services and Category 1 Responders. Category 2

responders, including the Rail industry and private industry Business Continuity professionals.

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Educated to degree level or equivalent relevant knowledge and/or experience within a Cat 1 or 2 Responder organisation.

A relevant professional qualification from the National Emergency Planning College (e.g. Creating Emergency Plans) or Business Continuity Institute, or other relevant accredited professional qualification

Part or full MEPS membership of the Emergency Planning Society or Business Continuity Institute

Experience:

Proven extensive experience of Emergency Planning within a category 1 or 2 responder organization (as defined by the Civil Contingencies Act 2004).

Proven experience of implementing the Business Continuity planning cycle and conducting Business Impact assessments within a large organization.

Experience of line management and leadership, including the coordination of activities undertaken by outbased employees.

Experience of providing advice and guidance on emergency preparedness, Business Continuity and Risk management across all levels of an organization.

Experience of the planning and conducting of table top and "live" exercises, preferably at a multi agency level.

Skills:

An aptitude for motivating and improving the performance of others

Excellent communication skills with a proven ability to draft management level reports, strategic plans and delivery of presentations to mixed audiences.

Excellent research and analytical skills with a proven ability to interpret large amounts of information in order to provide practical recommendations.

Flexible and adaptable with a proven ability to manage conflicting demand and achieve set timescales.

Excellent interpersonal skills and a proven ability to build effective working relationships across a range of individuals/teams/units/Departments.

Self motivated with proven time management and organisational skills and the ability to manage own workload, operate effectively with minimum supervision and to deputise for a team manager when required.

Knowledge:

Thorough working knowledge of The Civil Contingencies Act 2004 and its application within a Cat 1 or 2 responder organisation.

Thorough understanding of the roles, responsibilities and structure of Local Resilience Forums, LESLP and "London Resilience".

An understanding of the JESIP emergency services interoperability protocols.

Computer literate with a good working knowledge of Microsoft applications (Word, Excel and PowerPoint)

Desired Criteria:

Qualifications and Training:

Fully qualified in a relevant Civil Contingencies/ Resilience Planning/ Business Continuity related qualification

Full clean UK driving license and a willingness to undergo the BTP basic driver assessment.

Experience:

Experience of Emergency planning within a Police Service or Category 1 responder.

Experience of producing management level reports and presentations.

Skills:

Knowledge:

Thorough knowledge of the nature, purpose and principles of Integrated Emergency Management

Working knowledge of the Emergency Planning procedures and protocols utilized by rail industry partners.

ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The post holder may be required to work at locations across England, Wales and Scotland with an overnight stay sometimes necessary. The post holder will need to demonstrate flexibility in terms of their working hours/ days in line with demands of the role. The post holder may be required to drive a BTP vehicle on occasion as part of their duties (some external meetings are held at locations not within reasonable distance of the rail network).

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

REWARD