



OFFICIAL

## JOB DESCRIPTION

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

### A. POST DETAILS:

Job Title:	Resilience Planning Officer	Current Grade:	A006
Department:	Divisional Operations	Area:	C Division
Reports To:	Divisional Operations Inspector	No of Posts:	1
Level of vetting:	SC		

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

To ensure that BTP has a corporate and high quality response to its statutory responsibilities under the Civil Contingencies Act 2004, undertaking Division based activity and working closely with Divisional management teams, the Force Resilience Planning and Business Continuity to ensure BTP has a high level of Emergency Preparedness.

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

#### Financial – Direct or Non-Direct

Non direct: ensuring that resilience activity remains within set financial parameters

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

Operates and influences decisions within pre-defined budgetary and resourcing constraints set by Divisional SMT.

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

Quality assuring Divisional level plans, 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.

Act as single point of contact for external agencies in relation to Resilience Planning on Division, representing BTP at key multi agency Local Resilience Forum strategic level meetings and other key stakeholder meetings, contributing to the decision making process and developing inter-agency co-operation and understanding Responsible for ensuring BTP fully meets the requirements of the CCA at a local level, namely:

- Assessing the risk of emergencies occurring and utilising this assessment to inform contingency planning.
- Developing, implementing and maintaining emergency plans.
- Developing, implementing and maintaining Business Continuity Management arrangements.
- Working with Media and Marketing develop civil protection information for the public.

Provide high level specialist Emergency Preparedness and Risk Management advice and guidance to BTP Management Teams and senior external stakeholders, ensure this is high quality, pragmatic and that BTP strategic objectives and operational demands remain in focus throughout.

- In consultation with the railway industry.
  - Sharing information and co-operating with other local responders to enhance co-ordination and efficiency.
- Participate in pan Divisional and Force level projects relating to Emergency Preparedness and BTP's response to Major Incidents

Manage the debriefing process for exercises, preparing relevant management reports to ensure all strategic learning is captured.

Undertake the role of Emergency Procedures Advisor to the Incident Commander in the event of an activation of the Force Major Incident procedures.

Ensure 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 Divisional Inspectors (Operations) to ensure effective implementation of the Divisional based Mobilisation Plans.

Maintaining effective communication with the Force Resilience Planning Manager to ensure a corporate approach is maintained with all local Resilience planning activity.

**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 Divisional managers and the Resilience Manager.

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

**Significant say in decisions**

Undertake analysis/research and make recommendations to assist Divisional managers to make informed decisions.

Provide direct strategic & tactical advice to Gold/Silver Commanders to allow them to make informed decisions.

Negotiate and influence on behalf of BTP at multi agency resilience planning forums and related meetings.

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

**Internal**

Providing specialist strategic and tactical advice and guidance. All Divisional employees: coaching and training the business

to increase their knowledge and awareness of Emergency Preparedness, Business Continuity and Risk Management considerations/requirements.

Divisional SMT and Corporate RPU: providing recommendations for improvement following the debrief of testing/exercises and providing direct strategic/tactical advice for commanders.

Coordination and implementation of Division based Civil Contingency Act activity.

Direct undertaking of activities through the central tasking process.

Liaise with BTP event planners to provide advice and quality assures contingency planning arrangements within event plans.

**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.

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

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

**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 of resilience planning.
- Certificate in emergency planning, business continuity or risk management or equivalent relevant experience

**Experience:**

- Proven extensive experience of Emergency Planning within a category 1 or 2 responder organisation (as defined by the Civil Contingencies Act 2004).
- Experience of providing advice and guidance on emergency preparedness, Business Continuity and Risk management across all levels of an organisation.
- Experience of the planning and conducting of table top and “live” exercises, preferably at a multi agency level.

**Skills:**

- 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

**Knowledge:**

- Thorough working knowledge of The Civil Contingencies Act 2004.
- Thorough understanding of the “JESIP” doctrine for emergency service interoperability.
- Thorough understanding of the roles, responsibilities and structure of Local Resilience Forums and in the London Area, “LESLP” and “London Resilience Team”.
- 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 related qualification, or currently working towards such a qualification.
- Full, clean UK driving license and a willingness to undergo the BTP basic driver assessment.
- Membership or associate level membership with a recognised professional society, including the Emergency Planning Society or the Business Continuity Institute.

**Experience:**

- Experience of Emergency planning within a Police Service or Category 1 responder.
- Experience of applying resilience planning principles to event planning.

**Skills:**

- Ability to produce management level reports and presentations to a high standard

**Knowledge:**

- Knowledge of the nature, purpose and principles of Integrated Emergency Management
- Working knowledge of the Emergency Planning procedures and protocols utilised by rail industry partners.

**H. 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 may be required to deploy to the scene of a major incident in a support capacity, which may involve walking distances over rough terrain

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: Force Resilience Planning Co-ordinator 7769

Date: 02/08/2017

Area Commander

/FHQ HoD:

Date: