

## 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:	Contingency & Event Planner	Current Grade:	A006
Department:	Area Planning Unit	Area:	
Reports To:	Inspector (Operations)	No of Posts:	2
Level of vetting:	BV	Post Number:	

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

To manage contingency, disaster recovery and business continuity planning for the Area. To maintain a high level of preparedness and inter-agency co-ordination for an effective response to major incidents.

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

#### Financial – Direct or Non-Direct

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

#### Any Other Statistical Data

The Area has an authorised establishment of approximately 670 Police Officers, 60 Special Police Constables and 140 Police Staff.

REWARD

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

Ensure that the Area contingency, recovery and continuity plans are kept up to date and appropriate to needs, preparing amendments and additions when required for specific projects and events

Ensure that the Area Commander and Senior Officers are kept fully aware of national policy, procedures and initiatives in respect of emergency procedures, contingency planning and the management of incidents

Maintain liaison with Train Operating Companies, Railtrack Zones, other businesses affecting the Railway (e.g. RLE/CTRL) and Health and Safety Executive on behalf of the Area Commander

Carry out research for the Area Commander in respect of emergency procedures and major incidents

Act as reference point and help desk for officers employed on the area in respect of major incidents, contingency, disaster recovery and business continuity planning

Take responsibility for Major Incident Training (tabletop and live exercises) under the line management of the Head of Operations

Represent the Area on planning groups for Area based events in respect of safety, emergency and contingency planning

Liaise with county, district and unitary authorities emergency planning officers

Assist the Force Contingency Planning Officer in emergency preparedness.

Liaise with all emergency services in the Area in respect of emergency and contingency matters

Responsible for the co-ordination of major incident vehicles on Area, equipment and clothing required for emergency preparedness in liaison with Force Headquarters

**E. DECISION MAKING:**

**Make decisions**

Responsible for providing advice to officers on the Area regarding major incidents, contingency, disaster recovery and business continuity planning

Responsible for providing Major Incident Training (tabletop and live exercises) under the line management of the Head of Operations

**Significant say in decisions**

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

**Internal**

Area staff of all levels, FHQ and other British Transport Police Areas

**External**

Representatives of other emergency services, Health and Safety Executive, Train Operating Companies and other organisations and agencies affecting the Railways

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

**Essential Criteria:**

**Qualifications and Training:**

**Experience:**

**Skills:**

High skill levels of operational and strategic planning

Excellent written and verbal communication skills

Ability to research and gather intelligence to assist with contingency planning

High skill levels for planning and running major incident exercises

**Knowledge:**

Detailed knowledge of incident scene management and control

Knowledge of relevant legislation and policy

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

**Skills:**

**Knowledge:**

**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.*

**I. AUTHORISATION DETAILS**

Prepared By:  
Area Commander /FHQ  
HoD:  
Evaluation Panel:

Date: January 2002

Date:

Date: