

You

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:	Local Resilience Manager	Current Grade:	B01
Department:	Force Resilience Team	Area:	E Division
Reports To:	Force Resilience Manager	No of Posts:	11
Level of vetting:	SC		

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

This is a key, diverse and demanding role where the post holder will be required to influence, develop and carry out activity which discharges BTP's legal responsibilities under the Civil Contingencies Act (2004) as well as other statutory and non-statutory requirements from Cabinet Office, JESIP, and International Standards, working to the Force Resilience Manager.

The post holder will be involved in multiple projects on the themes of counter-terrorism, interoperability, business continuity and risk management, working with internal and external stakeholders to enhance the resilience of BTP in its processes and practices. The purpose of your dedicated and diligent delivery of emergency planning, response and recovery (EPRR) and Business Continuity (BC) workstreams is to enhance BTP's resilience and promote Integrated Emergency Management.

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 direct.

Any Other Statistical Data

Responsible for the monitoring and co-ordination of data relating to all divisional-based based resilience activity, ensuring that all statistical data relating to organisational resilience is documented appropriately and presented to the Force Resilience Manager.

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

The role of the Local Resilience Manager is to be the qualified, experienced and empowered individual engaging with and discharging responsibilities relating to resilience for a large geographic area in BTP and with all external partners. Considerable subject matter expertise will be required to deliver on the following accountabilities:

At multiple Local Resilience Forums within a set region, you will be the principle representative of BTP that conducts the assessment of national risks for which BTP is the delegated owner. You will need to work with partners and stakeholders to develop and promote a nuanced risk treatment and continue this engagement work to ensure impacts are mitigated and managed. Internally, you will support your Divisional Senior Management Team with the understanding of corporate risk and remain accountable for the management of the 4Risk software system.

At multiple local resilience forums within a set region, you will be the tactical level representative for BTP, ensuring that the organisation is embedded in training, testing, and exercising, and supporting multi-agency projects in relation to resilient telecommunications and incident response co-ordination. Ensure, to a high standard, that relationships are built, developed and maintained with all Category 1 and 2 organisations making up the LRF, sharing information with them and enhancing collaborative approaches to the management of emergencies as governed by the CCA (2004). You will be an essential link from BTP to every Local Resilience Forum, Borough Resilience Forum or Regional Resilience Partnership nationally, and are responsible for enhancing the reputation of BTP as a collaborative, diverse and knowledgeable organisation within a large scope of themes relating to national resilience and developing inter-agency co-operation and understanding.

- D.** 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. Develop a shared situational awareness and joint understanding of risk in consultation with the railway industry, and act to enhance other responding agencies awareness of railway-related risks and procedures. Provide resilience-based briefings and training to all staff as required to ensure organisational competence in responding to a major incident or business disruption. The post holder will also act as a tactical and operational level Emergency Procedures Advisor and National Interagency Liaison Officer (when trained) during incidents.

Develop and maintain a deep, current understanding of national risks – both hazards and threats – and develop, quality assure, and embed emergency, response, and contingency plans to mitigate and manage the consequences. Work to the Force Resilience Manager on the cyclical review of core documentation. Promote the innovative use of technology, including ControlWorks and app-based formats, to deliver diffuse awareness of these plans across BTP and to all who would be involved in their use.

Provide expert level advice and guidance on organisational business continuity to key user groups within BTP. Manage and co-ordinate the sub-division / division through the Business Continuity lifecycle, ensuring the assessment, delivery and validation of robust continuity plans to critical areas of the organisation. In an incident support the BC Plan Owner in making efficient decisions on options and contingencies to be activated to minimise the potential for a BC incident which goes beyond the Maximum Period of Tolerable Disruption (MPTD).

Attain certification from the Business Continuity Institute and maintain professional membership there, ensuring completion of yearly CPD.

Design, develop and conduct exercises to validate BC Plans at a local, divisional and national level, involving key strategic and tactical commanders. Ensure that validation is conducted in line with the BCMP and take ownership and responsibility for the discharging of training in support of that.

When trained, fulfil the role of National Interagency Liaison Officer for planned and reactive responses to terrorism, major incidents and public order scenarios. Use your considerable expertise, developed on the course and through CPD, to act efficiently and effectively ensuring BTP supports a co-ordinated response to the incidents. Leverage professional relationships and networks to the benefit of BTP Tactical and Operational commanders. Represent BTP at all Regional NILO Working Groups, working collaboratively with Fire and Rescue and Ambulance colleagues to enhance organisational resilience.

Take responsibility and accountability for a national resilience thematic project – e.g. Pandemics, Black Start. Develop exceptional knowledge of that risk and act as the Subject Matter Expert on a Force basis for the awareness raising, training, testing, exercising and implementation of plans, policies and procedures in relation to it. This will include supporting the FRM with the briefing of Chief Officer Group on technical and scientific detail, as well as acting as initial Bronze Resilience on any incident response structure.

Promote a culture of learning, development and innovation within BTP on resilience themes. Engage at subject-specific or emergency services-related conferences, societal events or forums. Remain live to the changing resilience landscape and constantly seek new knowledge.

The post holder will be responsible for ensuring BTP is ready to respond to major incidents, including the regular checks of equipment, vehicles, systems and personnel, and implementation of early incident response support such as the deployment of incident response vehicles.

In addition, responsibility for maintaining accurate logs, records and reports on resilience projects and other activity, and take ownership of information management

DRAFT

DECISION MAKING

E.

Make decisions

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

Significant decision-making regarding risk and threat assessment for Local Resilience Forums, including mitigating activity to be taken in conjunction with other category 1 and 2 organisations.

Make decision on behalf of BTP regarding levels of contribution/commitment the Force can make to multi-agency tactical partnership meetings, within parameters pre-set by Divisional managers and the Force Resilience Manager.

Significant say in decisions

Undertake analysis/research and make recommendations by providing direct tactical and operational advice to assist commanders and managers to make informed decisions as part of Emergency Procedures Advisor role. Negotiate and influence on behalf of BTP at multi-agency resilience planning forums and related meetings at tactical level.

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

Internal

- Frequent, likely daily, contact with the Force Resilience Manager and other Specialist Operations departments.
- Frequent provision providing specialist guidance, advice and support to all commanders during major, critical, CT, or business continuity incidents.
- All BTP employees regarding training and embedding of emergency preparedness and business continuity themes.
- Senior Management Team meetings where required to discuss business continuity risk, emergency planning, and multi-agency exercising.
- BTP event planners for liaison to provide advice and quality assures contingency planning arrangements within plans for large events.
- Force Control Rooms London and Birmingham for liaison in order to ensure relevant emergency processes and procedures are trained, briefed and understood, that emergency plans are reflected on command and control systems.
- Corporate Communications supporting Warning and Informing requirement under the CCA(2004).

External

- Frequent contact with all Category 1 and 2 responders, and voluntary bodies, with particular emphasis on Emergency Services, the Military, the Rail Industry and utilities providers, primarily at tactical level, in order to ensure compliance with the CCA.
- Contact with national functions including the National Interagency Liaison Officer role through working groups.
- Contact with national CT Policing representatives for the PREPARE Strategy through regional working groups, and extensive contact with CT responder agencies including OSCT and CPNI.
- Frequent contact with Police Force Business Continuity Managements.
- Frequent contact with rail industry partners across the country, including responsible government departments and arm's length bodies.

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

Essential Criteria:

Qualifications and Training:

- Educated to Bachelors degree level or equivalent experience. Certificate in emergency planning, business continuity or risk management or equivalent relevant experience e.g.: Certificate of the Business Continuity Institute.
- Membership of a relevant professional society or institute.

Experience:

- Proven experience of Emergency Planning within a Category 1 or 2 responder organisation or voluntary body as defined by the Civil Contingencies Act (2004)
- Experience of working with a Local or Borough Resilience Forum.
- Experience of providing advice and guidance on emergency preparedness, business continuity and risk management.
- Experience of the planning and conducting of table top and live exercises

Skills:

- Good communication skills – both written and verbal – with a high standard of written English and a proven ability to draft reports, 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 or assessments of risk.
- Excellent interpersonal skills and a proven ability to build effective working relationships across a range of individuals/teams/units/Departments/organisations.
- Self-motivated with proven time management and organisational skills and the ability to work under broad direction to manage own workload and to operate effectively with minimum supervision to achieve accountabilities in projects and tasks according to determined timescales.
- Flexible and adaptable with an ability to manage conflicting demands.

Knowledge:

- Excellent knowledge of The Civil Contingencies Act 2004 and associated non-statutory guidance documents including Cabinet Office Emergency Planning and Preparedness / Emergency Response and Recovery.
- Excellent understanding of the Joint Emergency Services Interoperability Programme (JESIP) and its supporting doctrine and principles for emergency service interoperability.
- Good understanding of the roles, responsibilities and structure of Local Resilience Forums and in the London area, London Emergency Services Liaison Panel (LES�P) and London Resilience Group.
- Computer literate with a thorough working knowledge of Microsoft applications (Word, Excel and PowerPoint)
- Good understanding of ISO 22301:2019 and Business Continuity doctrine.
- Knowledge of the UK Government Counter Terrorism Strategy CONTEST and its application for emergency planning activity.
- Working knowledge of the Emergency Planning procedures and protocols utilised by rail industry partners.

Desired Criteria:

Qualifications and Training:

- Postgraduate qualification or equivalent in Emergency Management or similar theme – or interested in exploring further academic or practical qualifications in the subject
- Full UK driving license and a willingness to undergo the BTP basic driver assessment.

Experience:

- Experience of working in pressurised situations, including major or critical incident response
- Familiarity and experience with emergency response systems including Airwave radio, ResilienceDirect, and command & control software systems

Skills:

- GIS Skills or familiarity and skill with the use of mapping software, including ResilienceDirect maps.

Knowledge:

- Knowledge of national regulations governing Containment of Hazardous Materials (COMAH) and radiation protection (REPPiR)

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 an exercise or major incident, which may involve walking distances over rough terrain, and periods of time without rest facilities.

The post holder may need to demonstrate flexibility in terms of their working hours / days in line with demands of the role to account for incident response functions.

The post holder may be required to drive a BTP vehicle on occasion as part of their duties and should be prepared to complete a short driving assessment.

I. AUTHORISATION DETAILS

Prepared By: Force Resilience Manager

Date: 19/06/2020

Area Commander
/FHQ HoD:

Date: