**ROLE PROFILE**

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| **Role Title:** | | NLRF Training & Exercise and Risk Officer | **Leadership level:** |  |
| **JRN:** | | 30530 | **Job family:** |  |
| **Band:** | | Band 8 | **Location:** | Agile |
| **Allowances:** | | As per contract | **Politically restricted post:** | No |
| **Department:** | | Force Coordination & Operations | **Vetting level:** | SC |
| **Reporting to:** | | NLRF Manager | **Date published:** | May 2023 |
| **Posts responsible for:** | | None | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| To assist in the management and dissemination of Northumbria Local Resilience Forum (NLRF) risk information and duties under the National Security Risk Assessment. To support the LRF Risk Group Chair  To support a dedicated training and exercising function for the LRF and to contribute to the development, coordination and support the day-to-day business of the LRF.  To support the Risk lead, Training and Exercising Group Chair and LRF Manager. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | Northumbria LRF’s duties are expanding and as such requires further support to ensure the effective functioning of the LRF and the assessment and management of Risk and the capability of ensuring a proactive Training and Exercising function across the LRF. | | | |
| **2** | The purpose of Northumbria LRF is to plan for and respond to any incidents that would require a multi-agency response. This includes training and exercising and assessing risks and mitigation from the National Security and Risk Assessment (NSRA) for partner agencies within the forum. The overall purpose is to ensure that there is an appropriate level of preparedness, within available resources, to enable an effective multi-agency response to emergencies which may have a significant impact on the communities of Northumbria. | | | |
| **3** | To support the LRF Manager when required with daily LRF duties, to professionally represent the LRF at meetings and events and to support the Risk and Training & Exercise leads of the LRF. | | | |
| **4** | Attending and acting as subject matter expert at LRF Training and Exercising and Risk Group meetings. Review of the LRF risk management corrective actions/improvement opportunities, to resolve issues, analyse root causes and take effective action to prevent re-occurrence and actions to minimise and mitigate risks. | | | |
| **5** | To support the workstreams of the Northumbria LRF Training and Exercising Group and the LRF Risk group. Attending North East Training and Exercising Group and North East Risk meetings providing support as required. | | | |
| **6** | Sharing relevant Training and Exercising information with partners and working with the LRF Risk lead to develop any recommended training and exercising based on assessing risk outcomes for the LRF | | | |
| **7** | Updating and distributing the Training and Exercising Calendar. Supporting the updating and development of relevant LRF risk plans and procedures. Supporting the consequence training and exercising of relevant plans and procedures. | | | |
| **8** | Build robust training packages and supportive materials that map against learning outcomes that allows for a well-rounded and easily understood lesson (where required). Deliver classroom or online presentations to the standard required of the training being undertaken. | | | |
| **9** | Develop and maintain Training and Exercising and Risk information on Resilient Direct | | | |
| **10** | Maintaining the Exercise Bid form process and collating information for the LRF Training and Exercising Calendar | | | |
| **11** | Support the Risk lead in relation to prioritising training and exercising for LRF and advising LRF Board with a program of priorities. | | | |
| **12** | Presenting updates on the Training and Exercising Group/Risk Projects to relevant LRF Groups as required. | | | |
| **13** | The areas of responsibility associated with the post may be amended from time to time, and where possible, consultation will take place prior to the change. It is expected that the postholder will operate flexibly in any location and undertake other tasks and projects which could reasonably be expected of the grade. | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| **Internal:** The post holder will be dealing with people at tactical and strategic level internally up to and including the LRF Chair who is an ACC.  **External:** The postholder will be dealing with multi-agency partners at tactical and strategic level from a variety of organisations Nationally; Cabinet Office and Department for Levelling up Housing and Communities (DLUHC) Regionally; other LRF Managers/risk and training leads across the North East and Cumbria Locally; Emergency Services, Local Authorities across the Northumbria LRF area, all other Category 1 and 2 responders, MOD and voluntary sector partners. | | | | |

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| **Part C – Competencies and Values** |
| **Northumbria competencies and values framework (NCVF)** |
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| **Part D – Continuous Professional Development (CPD) role 6 months** | |
| **First 6 months** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** | |
| 5 |  |
| 6 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | Relevant knowledge and experience in risk assessment methodology and mitigation as well as project management.  Evidence of continuing professional development  Have knowledge of the Civil Contingencies Act  Knowledge of multi-agency working and stakeholder expectations  A good general standard of education (including English language and mathematics).  Competent in the use of Microsoft Office applications including excel spreadsheets, national and local resilience applications.  Expectation that a Training qualification will be undertaken within 6 months of appointment ideally a Level 4 qualification in Learning & Development | Relevant Training Qualification  Evidence of emergency planning, project management or risk mitigation | Application/  interview/  CPD |
| Planning and organising | Strong planning and organisational skills Ability to converse and interact with both Senior Management and workforce personnel of multiple organisations.  Previous experience in Training/Exercising/Projects  Experience of working in a busy, multi-tasking environment. | Experience of working in an emergency planning environment.  Experience of developing policies and procedures.  Experience of applying requirements of legislation.  Previous multi agency working experience. | Application/ interview/  CPD |
| Problem solving and initiative | Be an astute pragmatic, problem solver  Ability to prioritise workload  Able to work well under work related pressure and to meet deadlines.  Able to build effective relationships.  Have analytics and problem-solving skills.  Ability to produce detailed reports.  Delivery of presentations and briefings.  Effective administrative, organisation and people management skills.  Excellent interpersonal and communication skills.  Ability to understand and respect the need for confidentiality. | Awareness of the statutory requirements within the Civil Contingencies Act.  Good knowledge of research techniques and information sources.  Good knowledge of manual and electronic filing systems.  Knowledge and understanding of public sector working practices and procedures. | Application/  interview/  CPD |
| Management and teamwork | Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others  Works well on own initiative as well as within a team, work unsupervised and manage own workload. Take a capable and common-sense approach.  Ability to stay calm under pressure, be flexible and adaptable.  Enthusiastic and motivated, eager and willing to add to knowledge and skills.  Ability to manage a variety of issues simultaneously.  Ability to deal confidently with a wide range of information and queries.  Ability to identify areas of personal development | Proactive approach to improving both personal and organisational performance. | Application/  interview/  CPD |
| Communicating and influencing | Excellent verbal, interpersonal and written communication skills.  Demonstrate ability to approach challenges with flexibility, enthusiasm, motivation, passion, determination, and resilience  when collaborating with others:  Be approachable, supportive, encouraging.  Ability to adapt presentation style to differing audiences. | Ability to drive change across the Service by being:  Creative, resourceful, courageous, original, clear and focussed | Application/  interview/  CPD |
| Other skills and behaviours | Forward-looking  Motivated & hard working  Ability to learn new skills and processes quickly | To promote a culture that supports quality and excellence across organisation | Application/interview/  CPD |