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| **Police Staff** **Business Continuity & Disaster Recovery Manager** **Force Coordination and Operations** **Role Definition:SS001 / 30400** |

**ROLE DEFINITION**

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| Dept / Area Command: | Force Coordination and Operations |  | Section: | Contingencies and Testing |
| Post Title: | Business Continuity & Disaster Recovery Manager |  | Post Reference: | SS001 / 30400 |
| Post Grade: | Grade J |  | Location: | Forcewide |
| Car User Status: |  |  | Telephone Allowance: |  |
| Shift Allowance: |  |  | Standby Allowance: |  |
| Weekend Enhancement: |  |  | Contractual Overtime: |  |
| Line Manager: | Chief Inspector FCC | | | |
| Staff Responsibilities: | Not Applicable | | | |
| Purpose: | To lead and manage the Business Continuity Management Programme, Policy and Framework, ensuring an effective response and management of business continuity and improved force-wide awareness. To oversee the Business Continuity Management (BCM) infrastructure to ensure, so far as is reasonably practicable, that foreseeable events do not preclude the discharge of the business of policing, and associated support functions. Provide subject matter expert (SME) advice to all key stakeholders across Northumbria Police on BCDR matters, ensuring all policies and plans are appropriate, and fully embedded within the culture of Northumbria Police. | | | |

**Key Responsibilities:-**

1. **Develop, coordinate and deliver of a full schedule of scenarios and testing programme, including conducting risk assessments in relation to scenarios and incidents ensuring business best placed to deliver business continuity plan if enacted and identification of lessons learned. Document evidence of actions completed, and ensuring lessons learned are incorporated and used to inform business continuous improvement decisions.**
2. **Facilitate the development of BCDR across Northumbria Police including the ongoing management, maintenance and development of all necessary documentation including but not limited to BCDR Plan, Major Incident Plan, Business Impact Assessments. Identify gaps, developing and delivering action plans to fill these and supporting annual reviews of all relevant corporate documentation and working with key stakeholders to ensure these plans remain valid and fit for purpose.**
3. **Liaise with BCDR Champions across the business, providing guidance and assurance on their BCDR plans, ensuring they are fully aligned to the corporate BCDR plan. Collaborate with relevant stakeholders and teams internally to ensure BCDR is considered in key projects, change and transformation activity. This includes involvement in planning, preparation and testing of plans pre-go live.**
4. **Extend and build relationships to enhance and enable good working practices and support best practice sharing with external partners including but not limited to Home Office Central Risk Team and NPCC. Enable sharing of best practise and application of this into internal practises.**
5. **Collaborate with key personnel and any external agencies/partners, applying a partnering approach, to understand strategic and tactical business service requirements and document the activity business impact analysis for the purpose of developing appropriate business continuity plans.**
6. **Appropriate understanding and application of appropriate laws and legislation, including those contained with the Civil Contingency Act 2004 and subsequent independent review and recommendations 2022. Also, the NPCC National Policing BC Strategy alignment, DLUHC guidance and documentation in respect of national risk identification and National Risk Register.**
7. **Understand and apply knowledge of all Northumbria police emergency and restricted plans (as well as those contained within LRF repository) and the Northumbria Community Risk Register.**
8. **Design and outline BCDR goals, objectives and challenge business leaders on identification of critical functions and ensure these are catered for within all BCDR plans.**
9. **Provide coordination support, visibility and reporting during a BCDR event, to include the impact of the event on critical services and functions. Facilitate and support the execution of the plans event and support the delivery of the Major Incident plan as required.**
10. **Undertake evaluation activity by providing outcome and lessons learned reports during and following a BCDR event. Ensure this is shared with appropriate stakeholders in an appropriate and timely manner.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**