



**Northumbria
Police
Intranet**

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Planning Officer (Ref SS003 / 18052 / 30225 / 30226)

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**Police Staff
Planning Officer
Operations Department
Role Definition: SS003 / 18052 / 30225 /
30226**

ROLE DEFINITION

Dept / Area Command:	Operations Department	Section:	Events & Operations/Contingency & Testing
Post Title:	Planning Officer	Post Reference:	SS003 / 18052 / 30225 / 30226
Post Grade:	Grade F	Location:	Etal Lane
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Contingencies and Testing Supervisor 20088 Sergeant Events and Operations 18043		
Staff Responsibilities:	Not Applicable		
Purpose:	In line with the Civil Contingencies Act contribute to the continuous improvement of working relationships with partner agencies. Planning Officers will specialise in the development and maintenance of work in one or more of the following areas: civil protection, organisational resilience, coordination of wildlife related work and event and royal visit planning, making use of force procedures and policies to further this work and ensure best and current practice is maintained throughout the force area.		

Key Responsibilities:-

- 1. Liaison and co-ordination between Northumbria Police and various organisations as applicable in respect of royal visits, contingency planning and event planning to support the decision making process.**

2. **Liaison and co-ordination between area commands and departments to ensure both Local Business Continuity and Force Business Continuity plans are in place.**
3. **Contribute to the preparation, reviewing and evaluation of plans, events and VIP visits in order to ensure compliance with nationally agreed policy, codes of practice, regulations and other procedures affecting planning.**
4. **Identify financial, physical and human resources required for events in order to ensure they are sufficient for the occasion.**
5. **Provide advice and information to area commands and departments on plans and exercises that have implications for them in order to ensure common policies are in place and they operate smoothly.**
6. **Assist in ensuring plans of other organisations are compatible with Police Service response, providing consultation and advice to ensure a common approach.**
7. **Prepare, arrange and participate in exercises and live operation of plans in order to contribute to their efficient and effective operation.**
8. **Represent the Department or Force at meetings when designated, ensuring the views and interests of the organisation are presented and protected.**
9. **Maintain up to date knowledge of relevant legislation, regulations, developments, and codes of practice that are applicable and attend or assist in preparing and presenting information for meetings, seminars and workshops in order to exchange information.**
10. **Undertake administrative and operational duties required to ensure the efficient and effective operation of plans including advice on financial implications if required.**
11. **Maintain effective liaison with single points of contact for wildlife crime within area commands to ensure effective investigation of wildlife crimes and incidents.**
12. **Undertake responsibility for the collation, evaluation and dissemination of relevant information in relation to wildlife matters, whilst taking cognisance of legislation relating to covert human intelligence sources within area commands.**
13. **Liaise with relevant external agencies and individuals to ensure effective partnership working in relation to wildlife crime and incidents.**
14. **Develop and implement proactive strategies to prevent and detect wildlife crime and incidents.**

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

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