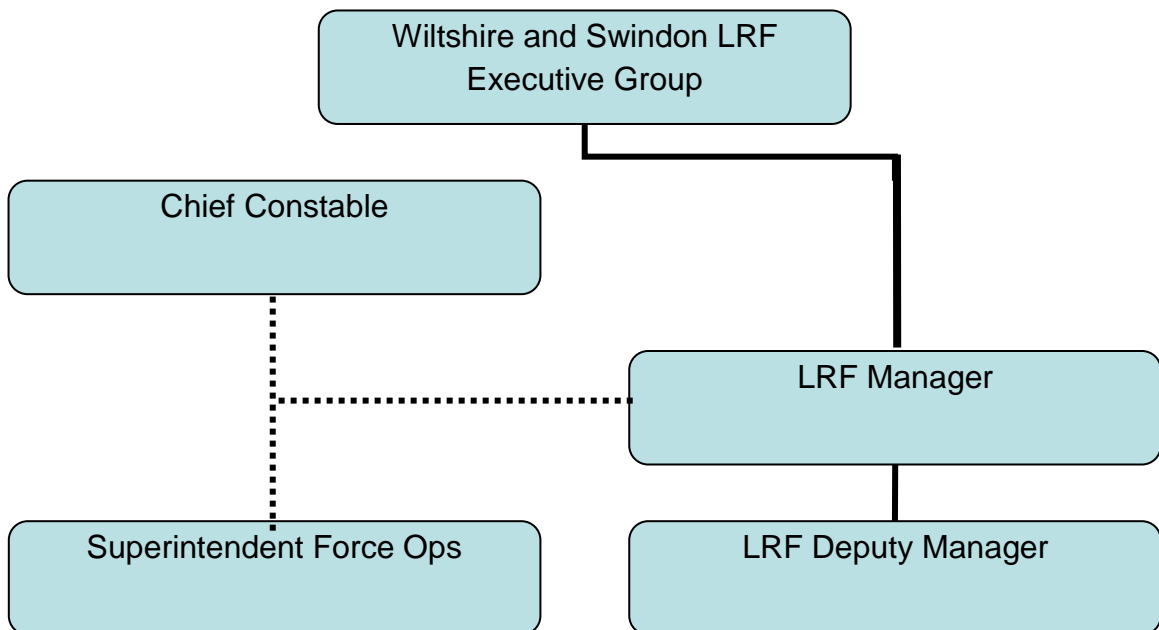


Wiltshire Police
Local Resilience Forum Deputy Manager
Job Description

Post Title: Local Resilience Forum Manager / Co-ordinator	Department: Force Operations
Post Number:	Work Location: as appropriate
Grade:	Security Vetting Level: SC
Responsible to: LRF Manager	Date : September 2020

Reporting Structure:



Job Purpose

The Local Resilience Forum (LRF) exists following the introduction of the Civil Contingencies Act 2004 to plan for, respond to and recover from major incidents and emergencies. This strategically focused group ensures that the duties under the Act and planning arrangements are undertaken to promote the safety of residents in all areas of Wiltshire and Swindon from specific and generic threats and risks, within the overall risks identified by Central Government and refined to address the Wiltshire and Swindon specific risk profile.

The LRF Deputy Manager will play a crucial role in creating and maintaining focus, enthusiasm and momentum for the work of the LRF. It is a complex and challenging role requiring an understanding of and capability in partnership working. It requires excellent communication skills and the ability to engage and negotiate with strategic, tactical and operational partners across a number of diverse agencies and organisations. It also involves the management of inter-dependencies and oversight of any risks, threats or issues arising.

The post holder will be required to ensure all sub-groups and task & finish groups are accountable to meet their terms of reference and the aims and objectives of the LRF. The post holder, by virtue of their role, will be supporting the LRF Manager in holding to account the LRF Business Management Group for ensuring work is undertaken, completed and delivered. It involves research and work to support all LRF groups. This will involve directing sub-group chairs to deliver work streams against set timelines and holding chairs accountable to the Executive Group for delivery.

The post holder will be accountable to, and have their objectives set by, the LRF Manager on behalf of the LRF Executive Group. The post holder will be considered as a key strategic component of the LRF Executive Group reporting on the delivery and success of the Business Management Group and other groups. As well as the local context, the LRF engages with regional and national agencies, government and wider partners to ensure that there is effective planning, training, exercising and response to incidents within the LRF area.

Main Responsibilities

1. To work with the LRF Manager to direct, develop and deliver LRF business and oversee its implementation in liaison with LRF partner agencies. Developing and managing relationships to generate trust and confidence across the partnership. To make decisions on behalf of the LRF.
2. Contribute to the development of LRF strategy drawing on knowledge of the requirements of the Civil Contingencies Act 2004 and supporting guidance, other emergency planning-related legislation and guidance, and existing and emerging requirements. This will also take into account the requirements of the constituent agencies.
3. To encourage and provide continuous improvements of LRF business processes and working practices to ensure the LRF remains dynamic, streamlined, agile and current in its business performance.
4. Providing advice and guidance to the LRF Chair and Executive members on all requirements arising from new legislation, directives, regulations, requirements and emergency planning developments affecting the LRF area.
5. Ensure that the LRF Chair and Deputy Chair are briefed on current and emerging issues affecting or likely to affect the LRF and that they are supported in the effective discharge of their roles by briefing and advice as necessary.

6. In the absence of the LRF Manager, undertake temporary cover of the role to ensure the smooth continuation of LRF business and response.
7. To assist in directing, developing and delivering on LRF related policies and oversee their implementation in liaison with LRF partner agencies. Liaison will be at Chief Executive/Director level of partner agencies as well as through the emergency planning managers to achieve agreed objectives and work. Directing partners while managing complex relationships to account for delivery of key work streams within agreed timescales as requested by the Executive Group.
8. Undertaking an executive project/programme management role in relation to the work streams of the LRF and its associated groups. Analysing problems and identifying solutions, tasking, coordinating and ensuring delivery of the work of those groups and being supported by those groups through their respective chairs.
9. Assist in the management and co-ordinate the LRF Business / Work Plan / Programme to ensure the LRF priorities and targets are consistent with the risks identified in the Community Risk Register. Ensure work streams are audited and significant issues identified to the LRF Executive Group.
10. Support the development and maintenance of the LRF Community Risk Register, in conjunction with the Chair of the Risk Sub-Group, ensuring an accurate risk profile is established and provide briefings that enables senior personnel to understand and manage threats and risks to the achievement of organisational objectives.
11. Identify, produce and deliver briefings to the LRF and partner agencies and HM Government departments.
12. To assist with the smooth running of all LRF groups and chair relevant meetings. This includes the recording of key actions and holding group chairs to account for delivery of actions and work streams within agreed timelines.
13. Identifying main stakeholders and building effective and successful relationships with them, which will include assisting the Chairs of LRF sub-groups in helping them to maintain their meeting schedules and outcomes, and keeping updated LRF multi-agency plans, strategic frameworks guidance and associated documents, ensuring quality reviews are facilitated in a timely and professional fashion with partner agencies.
14. In conjunction with the Chair of the Training & Exercising Sub-Group, co-ordinate the LRF training and exercise programme. Ensure exercise and training needs are captured and delivered avoiding duplication.
15. To act as primary point of contact for the reception, collation and dissemination of information into and from the LRF.
16. Together with LRF Manager, act as an ambassador for the LRF in the wider community and at a local, regional and national level with partners and HM Government departments and agencies. This will involve building and maintaining effective relationships with staff from other LRFs and Resilience Advisors from the Ministry of Housing, Communities and Local Government (MHCLG), Resilience and Emergencies Division (RED) as well as Category 2 responders, businesses, the voluntary sector and the military. This enables the development of coherent and consistent approaches to the delivery of requirements placed on LRFs, to emerging issues and 'cross border' risks.

17. To promote business continuity amongst partner agencies, and to ensure business continuity arrangements are in place within the LRF secretariat.
18. Engage with other LRFs at national and regional events/meetings, producing and presenting best practice and lessons learned by the LRF in an appropriate manner. Capture information given by other LRFs to enhance our own LRF working practices and seek collaboration where possible.
19. Assist in the activation and coordination of the response to a major incident and attend Strategic or Tactical Coordination Groups when available in order to support and advise the relevant chair(s) and assist the effective response to such an incident. To capture any learning and training points and integrate them back into the LRF planning cycle.
20. Following a major incident or other emergency, to co-ordinate and identify the lessons learned, developing a recommendations tracker where necessary to ensure that the appropriate actions are captured and taken forward to conclusion. This will be done in conjunction with the Chair of the Training & Exercising Sub-Group. This will involve arranging debriefs and, where necessary, prepare debrief reports and present lessons learned/recommendations to the LRF Executive Group and to relevant agencies at executive and managerial level.
21. On behalf of the Warning and Informing Sub-Group, act as 'champion' and custodian of the LRF website and social media feed. Oversee the continued development and management of the LRF website and social media feed, to enhance current public awareness of the LRF under the duties associated with Warning and Informing. This will involve regular liaison with the external webmaster.
22. Support the promotion and delivery of Resilience Direct within the LRF and act as a 'champion' for its use. Undertake the role of an LRF administrator for Resilience Direct ensuring that all information contained and uploaded is accurate, relevant and necessary as per Government Data Protection Regulations (GDPR) and ensure LRF compliance with GDPR.
23. Flexibility is key to this role in both approach and attitude as at times the post holder must be prepared to work at short notice and travel where necessary to ensure the effective running of the LRF, especially during a major incident or emergency.
24. Ensure continued personal development is maintained by attending appropriate training and development events.
25. To undertake any other duties commensurate with the grade and role as required by the LRF Executive Group or LRF Manager.

Dimensions

Financial

Support the management of the LRF budget assisting the preparation of the end of year report to the LRF Executive Group. This includes collecting contributions from subscribing members.

To hold the LRF account and manage day-to-day responsibility for finances in conjunction with the lead organisation's finance department. To make purchases and manage invoices on behalf of LRF with the delegated authority of the Executive Group.

Non Financial

Per Annum

To attend meetings

To attend training events/conferences

Oversee research projects as necessary

Provide strategic position/briefing papers as necessary

Strategic management and oversight work with sub-groups.

Person Specification

Local Resilience Forum Deputy Manager

Attributes	On Appointment
<u>Qualifications and experience</u>	Essential: <ul style="list-style-type: none">• Well-developed experience in project/programme management, including organising and managing work programmes involving multiple staff who are not in your direct control.• Ability to work under pressure and prioritise work. The post also requires a high degree of personal initiative in reaching decisions and resolving issues and the successful post-holder will be expected to demonstrate occasions where they have been required to use their personal initiative in such circumstances.• An understanding, or clear willingness and capability to acquire this understanding, of the Civil Contingencies Act (CCA) 2004 and the primary requirements placed on responders and Local Resilience Forums in the supporting guidance to the CCA – “Emergency Preparedness” and “Emergency Response and Recovery”.• Ability to conduct research, analyse and to compile factual, concise and comprehensible written reports and briefing papers for the LRF strategic level.• Ability to present information in a formal setting to senior management.• Extensive organisational and time management skills to deliver desired outcomes including tasking and accountability aspects.• Ability to prioritise tasks to ensure risk based delivery of workstreams.• Ability to promote diversity and human rights in the workplace.• Ability to ensure delivery of events, training sessions and seminars.• Familiarity with Microsoft products – I.T. literate.• Politically sensitive and astute.• Excellent interpersonal, communication and relationship building skills, able to work effectively with a network of staff from different organisations.• Able to plan and prioritise own workload and to manage time effectively to meet targets and deadlines.

- Organisational and problem solving skills.
- Hold a current driving licence.

Desirable:

- A working knowledge of UK national resilience arrangements and structures.
- Experience of working in a multi-agency or multi-stakeholder environment.

Security and Vetting

Undergo Security vetting to Security Clearance (SC) level in order to access partner agency premises and access OFFICIAL-SENSITIVE documentation.

General

You will be required to maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety.

You must have a general awareness of equality and diversity issues in the working environment.

Understanding of confidentiality and Data Protection/Freedom of Information issues.

Attributes	<i>After Training</i>
<p>Qualifications:</p> <p>Experience:</p> <p>Skills:</p> <p>Knowledge:</p>	<p>Either through existing experience or through additional courses relevant to their role, which will include attendance at Emergency Planning College.</p> <p>Experience of managing the strategic LRF group and sub-group chairs to ensure delivery of key aims and objectives.</p> <p>Experience in influencing strategic decision makers.</p> <p>Experience of planning, administration and organisation of various conferences, learning events and seminars.</p> <p>Experience of acting as a representative for the LRF and organisation.</p> <p>Ability to engage within the force and outside agencies regarding LRF issues at Strategic level.</p> <p>Ability to develop and adapt to changing working practices in order to meet the demands of the LRF, new legislation or new policies introduced within the Force and LRF.</p> <p>Ability to hold other sub group chairs to account on behalf of the LRF.</p> <p>Ability to present at strategic meetings and ensure delivery of key actions in line with the terms of reference and conduct actions in company with other LRF members.</p> <p>Receive, analyse, disseminate and action information on behalf of the LRF and its subgroups.</p> <p>Ability to provide information 'Gateway' for LRF Chair/Deputy Chair.</p> <p>Ability to maintain effective communication to include correspondence on behalf of the LRF Chair/ Deputy Chair.</p> <p>Ability to maintain strong and effective communication at all levels in the LRF, with partners and the general public, building strong professional relationships.</p> <p>Taking responsibility and manage finance issues on behalf of LRF.</p> <p>Develop and deliver presentations.</p> <p>Thorough understanding of the role and structure of the LRF and the underpinning legislation that supports it.</p> <p>Awareness of legislative and governmental issues affecting the LRF. A sound and in-depth understanding of multi-agency working.</p> <p>Attend Cabinet Office Emergency Planning College for introduction to</p>

Civil Protection Course

Extensive knowledge of local and national policies and procedures within resilience.

Extensive knowledge of contemporary issues affecting the LRF and be able to prioritise key risk areas to meet identified timeframes.

Understanding of your responsibility under Equal Opportunities and the way in which your role and the organisation may impact on minority and more vulnerable communities within Wiltshire.
Greater understanding of relevant health & safety issues within your working environment.

Understanding of the impact of the Human Rights Act on the organisation and the role that you undertake.

Greater understanding of Data Protection and Freedom of Information issues within your working environment.

Greater understanding of relevant health & safety issues within your working environment.

Understanding and demonstrating the Force Values.