



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Kayla Flores

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	LRF Tactical Officer
Generic Role Profile:	Business Support
Salary Band:	Grade 5
Operational / Non Operational Role	(State operational or non operational) Operational
Vetting Level:	Management Vetting
Reporting to:	LRF Coordinator (Strategic)
Specific Role Purpose:	Act as the initial West Midlands Conurbation (WMC) Local Resilience Forum (LRF) partner focus for resilience challenges and to deliver project support to the LRF Coordinator (Strategic) to ensure the partnership is prepared to meet the resilience challenges including (but not limited to): coronavirus, winter pressures and severe weather Provide critical support to and complete multi-agency and LRF plans, training and exercising, risk assessment as required by Sub-group Leads and LRF partners
Key Responsibilities:	• Develop and prepare multi-agency & LRF emergency and BC plans, meeting the statutory responsibilities of stakeholders • Assist in the development, maintenance and review of WMC LRF contingency plans to the CRR • Prepare, deliver and review training and exercises alongside LRF partners • Prepare and assist in the work done by the Risk Assessment Working Group (RAWG) • Assist in the execution the planning life-cycle for emergency plans • Assist the LRF Coordinator (Strategic) in tendering and executing projects from the funding schemes and others as identified by the partnership • Provide management support to the LRF Support Officer, allocating work where possible, and reporting into the LRF Coordinator (Strategic)

Date:
Version:

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

Knowledge & Experience

This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.

Essential:

- Demonstrable experience working within the field of resilience
- Experience of work involving close liaison between internal and external contacts, including professional advisors and representatives of other public and statutory organisations.
- Experience of analysing and interpreting data and information.
- Experienced in working within an office environment with a responsibility for working with self-discipline and initiative.
- Proven ability to work with people at all levels of an organisation.
- Must have the capability to travel to different locations across the WMC and undertake all assignments in a timely manner. Due to the requirement to work flexible, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full driving license is essential.
- Experienced in determining and evaluating project risk.
- Experience of working within a multi-agency environment with a focus on resilience, business continuity, training and exercising and/or emergency planning.
- Proven ability to progress multiple work assignments with minimal supervision.

Desirable:

- Professional qualification in Emergency Planning or other related discipline
- JESIP accredited
- EPC accreditation within the field of resilience (e.g. BC, Risk Assessment, EP etc.)

Skills

This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.

Refer to skills database for core operational skills

Essential:

- IT literate, including Microsoft Packages, Resilience Direct and other IT software.
- Proven ability to collate information and produce clear and concise reports.
- An ability to plan and organise both person and multi-agency team timetables within an overall project, working in partnership to agree aims and objectives.

	• Proven communication and interpersonal skills.
Desirable:	• Proven ability to analyse external partner requirements and prioritise them in line with a range of competing challenges. • Experience of influencing and stakeholder management

Hours of Work and Flexibility:	0900-1700 (flexibility to meet demand)
Agile Work Style: (if applicable)	Main hub will be: C3, Park Lane, Aston, Birmingham, B6 5DD Fully Agile – element of working in stakeholder locations e.g. Local Authority offices, WMFS.

Restriction Level:	
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