

Emergency Planning Coordinator (TVLRF)	
Job Evaluation Number	C203

JOB DESCRIPTION

Job Title: Emergency Planning Coordinator (TVLRF)	Location: Kidlington
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: TVLRF Manager	Band level: 3F
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: provide support to the Thames Valley Local Resilience Forum Partnership Manager in coordinating the work of the multi-agency partnership to enable the fulfilment of duties under the Civil Contingencies Act 2004.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Operate and maintain an effective administrative function and to support the TVLRF Partnership Manager in the effective delivery of the TVLRF.
2. Organise the TVLRF Executive Group and Planning & Delivery Group meetings in preparation of the agenda and associated papers, taking minutes and through logistical support in maintaining track of actions and decisions taken.
3. Facilitate organisation of monthly multi-agency co-working days known as Working on Wednesdays which facilitate risk assessment, development of emergency plans and the coordination of training and exercising. In addition providing the secretariat support to key meetings including the Risk Group and the Training, Exercising & Organisational Learning Group.
4. Deal with the day to day running and routine communications including phone calls, emails, ResilienceDirect for TVLRF and produce a weekly email newsletter for multi-agency partners with key resilience updates.
5. Undertake a key role within the Multi-Agency Information Cell (MAIC) for EU Exit and in response to emergencies, major incidents or events that take place across Thames Valley.
6. Support the Training, Exercising & Organisational Learning (TEOL) Group in tracking lessons identified following incidents and in the organisation of training and exercising events and ensuring a comprehensive record of those that attended is maintained.
7. Support the LRF Partnership Manager in managing the TVLRF budget and utilising systems for procurement in relation to training, exercising and other elements as required.
8. Maintain the TVLRF contacts directory including generic and emergency contacts for multi-agency partners and ensure the templates / details on the online activation software are correct.
9. Undertake project work within the multi-agency partnership in accordance with the Delivery Plan (e.g. review of website / supporting the development of a multi-agency exercise).
10. Provide resilience for the TVLRF Manager to ensure continuity of service to members.

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c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:
Frequent contact with Thames Valley Local Resilience Forum (TVLRF) Category 1 Responders and regular contact with Category 2 Responders and other agencies.
The role holder will need to be highly motivated and develop a full understanding of the TVLRF (governance, frameworks and procedures) whilst providing a filtering service for required senior managers.
This role will work primarily independently with minimal supervision. The role will arrange and organise their own daily activities to ensure non-negotiable deadlines are met. They will also support and deliver on small project tasks that will be tasked from the LRF Manager whilst ensuring the TVLRF priorities are met.
Ability and confidence to use own initiative to deputise for LRF Manager in extraordinary circumstances.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Strong planning and organisational skills to provide support / advice in various emergency planning groups.	E
2. Strong interpersonal skills and ability to develop a co-operative working relationships with multi-agency partners.	E
3. Highly motivated with a proven ability to work with minimal supervision.	E
4. Computer literate with knowledge of Microsoft Office applications including Excel, PowerPoint and Word. Confident and willing to learn new systems / technology.	E
5. Current knowledge or willingness to understand the Civil Contingencies Act 2004, Joint Emergency Services Interoperability Programme (JESIP) and other multi-agency emergency planning principles.	E
6. Ability to demonstrate sensitivity, confidentiality and high standards of integrity at all times whilst adhering to strict data compliance protocols.	E
7. Must have capability to travel to different locations (a full UK driving licence is essential*) across the Force and Regionally to locations where public transport may not be available.	E
8. Ability and willingness to be flexible in approach to work and working hours as operational needs arise.	E
9. A degree or working towards a degree in a subject linked to Contingency Planning / Emergency Planning OR equivalent experience working in an Emergency Planning role.	D
Additional comments: At interview, candidates will be asked to: *confirm their willingness to successfully undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	