

Job Title: Operational Planning and Exercise Support	
Job Evaluation Number	C254

## JOB DESCRIPTION

<b>Job Title:</b> Operational Planning and Exercise Support	<b>Location:</b> CTPSE
<b>Job Family:</b> Protect and Prepare	<b>Role Profile Title:</b> Police Staff
<b>Reports To:</b> Operational Planning and Exercising Manager	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Support the delivery of CTPSE, Regional and National CT exercise programme across the South East Region, involving the co-ordination of resourcing and planning linked to CT operational and contingencies plans.

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. Support Operational Planning and Exercise Manager in a programme to address regional exercise and organisational learning issues in line with the Home Office/ Organisational Development Unit and National CT Exercising Programme linked to CT operational plans.
2. Support exercising and validation of counter terrorism response and move to critical plans ensuring that they dovetail regional Police forces, military units, emergency services, non-home office Police forces and wider stakeholder/partner plans.
3. Support delivery of bespoke exercise packages for CTPSE departments to test response and business continuity plans.
4. Promote and share across the SE region a calendar of regional terrorism based plan exercises linking in with all Police forces, non-home office forces, military, LRF's, regional emergency services and wider stakeholder/partners to ensure value for money, wider joint working relationships and to ensure exercises fits in with national risk assessment priorities.
5. Support delivery of operational and exercise debriefs, providing written debrief reports capturing identified issues and best practice. Support Organisational learning co-ordinator through reassurance testing in line with the National CT organisational development unit.
6. Provide presentations, briefings (oral/written) to regional representatives and external stakeholders/partners to promote the development of regional operational contingency and response plans.
7. Assist in support of CT policing operational activity as directed.

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:**

Support current standard and frequency of exercises throughout CT at national, regional and local level to ensure that there is a joined up approach to exercising, that the exercises are relevant, joined up across agencies and in line with the national risk assessment requirements.

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Regular travel is required throughout and possibly outside the region, full UK driving licence is required.

Contact with police staff and officers of all ranks and grades, as well as Security Services, Military, Non Home-Office Police forces, emergency services, private industry and other stakeholders /partner agencies.

#### 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.

<i><b>The knowledge or skills required in the role are as follows (essential or desirable):</b></i>	<i><b>E/D</b></i>
1. Proven experience of maintaining a high level of confidentiality and discretion.	E
2. Proven experience of planning work over varying time periods in a dynamic environment. Proven ability to make decisions in a methodical, problem solving approach.	E
3. Experience of understanding operational issues and exercise requirements, including planning and co-ordinating bespoke exercises to meet local needs.	E
4. Understanding of the UK CONTEST strategy	E
5. Experience of contingency planning with Police forces, emergency services, military and support agency operational capabilities.	E
6. Experience of developing strong working relationships with partner agencies to achieve mutual goals.	E
7. A current, clean and full UK driving license as the role holder will be expected to drive policing vehicles (marked and / or unmarked) for travel nationally at any time during the day, evening or shifts* whilst undertaking all assignments in a timely manner.	E
8. Excellent communication skills with ability to clearly convey ideas both verbally and in writing.	E
<b>Additional comments:</b> working hours and level of flexibility requirements are specific to each role and will be discussed at interview. Post holder may be required from time to time to work flexible hours to suit operational requirements. Willingness and ability to work at different locations on occasions including overnight stays.	