

## JOB DESCRIPTION

<b>Job Title:</b> Community and Communications Resilience Officer (TVLRF)	
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> TVLRF Head of Strategy and Innovation	<b>Band level:</b> 4I
<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:** implement a strategic approach to multi-agency communications in order to enhance community resilience across the Thames Valley through the structures of the Local Resilience Forum (LRF) partnership.

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

<b>The key result areas in the role are as follows:</b>
1. Working with key capability groups to Monitor, evaluate and embed assurance of the warning and Informing and Community Resilience capability group to support their successful delivery.
2. Consulting with the partnership to support the successful delivery of work streams relating to the Thames Valley Local Resilience Forum (TVLRF) Digital strategy, including completion of the website, soft launch and full launch in September 2022, and working in partnership to decide and deliver a social media strategy if appropriate.
3. Assurance, oversight and championing of the newly produced Community Risk Register, ensuring it is fit for purpose for supporting the awareness and integration of community resilience and public preparedness into TVLRF activities.
4. Provision of oversight and support in the internal Secretariat Communication channels, including sharing information to the partnership on updates and developments in community resilience and communications.
5. Working with the Community Resilience Capability group to help embed, and further develop of the Community Resilience Strategy, including supporting the creation of assurance, validation methods, exercising and sharing of good practice.
6. Oversight of the Spontaneous Volunteer process, including scoping out protocols, and approaches. This may form a pilot Study with an external partner.
7. Contribute to the joined up approach and interaction between the Business, faith, and spontaneous volunteer elements. Additionally, to seek opportunities to join the approach between public communications and Community Resilience on these elements.
8. Provide deputising support in areas of business relating to DLUHC (Department of Levelling Up, Housing and Communities) funding on behalf of the Head of Strategic Innovation.

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 and 2 Responders through their capability groups, (including local community groups, faith groups and organisations involved in communications and business engagement).

The role holder needs to be highly motivated and develop a full understanding of the TVLRF (governance, frameworks and procedures) whilst delivering to set objectives under external funding.

The role will work alongside the core TVLRF secretariat team. They will be part of a sub-team of three colleagues, delivering set objectives under external funding. Line management and workstreams will be subject to change in accordance with the strategic direction set by the Head of Strategic Innovation.

**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.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Professional qualification in Emergency Planning, Business / Project Management or other related discipline OR educated to degree level.	E
2. Recent experience of work involving close liaison between internal clients and external contacts, including professional advisers and representatives of other public and statutory organisations.	E
3. Proven ability to analyse external partners (client) requirements and prioritise them in line with a range of competing challenges.	E
4. Proven ability to collate information and produce clear and concise reports.	E
5. Recent experience in working in an office environment with a responsibility for working with self-discipline and initiative.	E
6. IT Literate including recent experience of using Microsoft applications (Word, Excel Project).	E
7. Proven ability to work with people at all levels of an organisation.	E
8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
9. Good standard of education, with a further/higher education qualification in a related discipline such as Emergency or Disaster Management.	D
10. Recent experience of determining and evaluating project risk.	D
11. Recent experience of working in a multi-agency environment with a focus on community resilience emergency planning or community engagement.	D
12. Trained in a suitable Project Management methodology.	D