

JOB DESCRIPTION



Role title:	Civil Contingencies Manager
Grade and salary:	Grade L – Salary £37,281 to £44,928
Hours:	37 hours per week
Department or Division:	Operational Support Department
Location:	Wyatts Way, Ripley
Post reports to:	Superintendent Operational Support
Suitable for job share or part-time:	Yes, suitable for job share and part time.
Other considerations:	<p>All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.</p> <p>Vetting residency requirements: The successful applicant will be required to undergo MV/SC which requires 5 years continuous UK residency.</p>
Date last reviewed:	September 2021

PURPOSE AND DESCRIPTION OF JOB ROLE:

To lead a small team providing professional support and advice to the Force on Civil Contingencies matters covering, Emergency Planning, Business Continuity Planning and planning for VIP Visits.

To support the Chief Constable in their role as chair of the multi-agency Local Resilience Forum (LRF) and to represent the Force in the various LRF sub groups that exist to ensure Derbyshire is resilient to threats and hazards set out in the National Security and Risk Assessments.

To work with the nominated Staff Officer to support the Chief Officer team, Gold/Silver Commanders in responding to incidents and events of a scale that require the activation of multi-agency Strategic or Tactical Coordination Groups ensuring that decisions and actions are documented and followed through to completion and that a Common Operating Picture is communicated effectively amongst responding agencies and Government.

To coordinate JESIP training within the Force.

SPECIFIC ROLES AND RESPONSIBILITIES:

- To provide professional support to the Chief Constable in their role as LRF Chair, ensuring that they are briefed on LRF matters and to act as the main liaison point with the LRF Secretariat.
- To develop the Civil Contingencies Team as a “centre of excellence” on Civil Contingencies matters and to provide professional support to SCG and Gold/Silver Commanders in their response to major incidents and emergencies.
- To ensure that police emergency and contingency plans are up to date and fit for purpose, working with multi-agency partners and NPCC directives as necessary
- To work with LRF partners, from a broad spectrum of agencies, to assess risks set out in the National Security and Risk Assessments (NSRA) and associated planning assumptions. To develop capabilities to manage such risks through the creation of plans, and participation in training and exercises events.
- To oversee Derbyshire Constabulary’s Business Continuity Management process, ensuring that each department has a Business Continuity Plan that is robust - providing advice to Heads of Departments on the response to Business Continuity events which affect the Force.
- To ensure that Royal, Ministerial, and other VIP visits to Derbyshire are planned effectively liaising with Firearms and other sections as necessary.
- To design, facilitate and deliver training and exercises in all aspects of Civil Contingencies work, including JESIP training to Police Commanders and external agencies and to undertake and coordinate structured debriefs of large-scale or complex incidents in line with JESIP principles.
- To carry out line manager responsibilities for two Police Constables in their role as Civil Contingencies Officers.
- To carry out corporate responsibilities as a member of the Operational Support Management Team supporting the Head of Department in setting direction and performance of the Department.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Degree in Emergency Management or equivalent Emergency Planning Qualification or Membership of the Business Continuity Institute
- Substantial experience of Civil Contingencies/Emergency Planning work at a multi-agency level
- Management and delivery of complex projects and programmes
- Providing expert advice and support to senior stakeholders in their management of an emergency
- Preparing and delivering training and exercise programmes
- Provide creative solutions to complex problems together with high level analytical, presentational and communication skills
- Ability to plan and manage emergency planning functions and budgets

- Ability to quickly assess complex information in an emergency to determine the appropriate response
- Ability to formulate, sustain and lead effective working relationships with partner agencies
- Ability to inspire, motivate and develop team members, including from other organisations
- Able to work effectively and efficiently under pressure
- Able to communicate, negotiate with and influence senior and Chief officers

Desirable:

- Experience of Microsoft Office 365 or equivalent
- Understanding of Resilience Direct
- Preparation of effective strategic briefing papers
- Ability to give effective presentations on complex issues
- Knowledge of relevant legislation, e.g. Civil Contingencies Act 2004 and associated guidance
- Flexible approach to the working conditions and environment
- Full UK driving licence

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.