



## **Job Description**

**Title –** Risk and Business Continuity Advisor

**Version - 1.0 Date - 18/11/2013**

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<b>Post Number:</b>	DB150
<b>Grade /Scale:</b>	SO2
<b>Weekly Hours:</b>	37
<b>Department:</b>	Corporate Services
<b>Status:</b>	Established
<b>Responsible To:</b>	Principle Health and Safety Advisor
<b>Responsible for:</b>	N/A
<b>Location Work base:</b>	Leicestershire Police FHQ
<b>Job Role /Purpose:</b>	To take the lead in developing and maintaining the Force's approach to Risk and Business Continuity Management; including policy, procedure, systems and processes. To give specialist advice and support to managers across the organisation, prepare and present reports and deliver training on the management of Risk and Business Continuity. To support the wider risk management unit in terms of health, safety and environmental risk management.
<b>Contacts:</b>	Chief Officer Team and Senior Leadership. The OPCC. Officers and Police Staff of the Force. All BCUs and Directorates and also joint working with other Forces and LRF partners.
<b>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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### **Person Specification**

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education** (including qualifications):

1. To be educated to degree level.

Or

To be able to demonstrate the ability to work to this level.

2. To hold the BCI Certificate - Certified by the Business Continuity Institute, or be willing to study for this qualification.

3. To be educated to European Computer Driving Licence Basic Level or be able to demonstrate ability to the above level by work experience.

**Work Experience:**

4. To have experience of working in a confidential environment.
5. To have proven experience in developing and exercising BC plans in a large and complex organisation.
6. To demonstrate an understanding of the principles of risk management and have proven experience in managing risk in a large and complex organisation.
7. To have experience of producing high quality management information reports for senior management level meetings.
8. To demonstrate a proven ability to work on own initiative and prioritise workload, whilst demonstrating strong personal responsibility.

**Personal / Interpersonal Skills, Aptitudes:**

9. To demonstrate well developed verbal and interpersonal skills, communicating effectively and confidently at all levels.
10. To demonstrate the ability to make recommendations using your professional judgement, to people in senior positions.

**Special Skills:**

11. Be prepared to travel for work, to locations within the Force area and region, hold a full driving licence and have use of own vehicle for work purpose (reasonable adjustments considered under the Equality Act 2010).

**Other:**

Please enter text here

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge/ Education** (including qualifications):

1. To hold a Risk Management qualification

**Work Experience:**

N/A

**Personal / Interpersonal Skills, Aptitudes:**

N/A

**Special Skills:**

N/A

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*



### **Core Responsibilities/ Accountabilities**

#### **Operational:**

1. To provide support to the Force and OPCC in relation to Organisational Risk and Business Continuity.
2. To produce executive reports to support the Risk and Business Continuity processes.
3. To manage governance of the Force Business Continuity Policy and Procedure and provide quality assurance for Business Continuity plans.
4. To provide advice and support in relation to effective business continuity planning and exercising by Directorates and BCU's. Oversee the timetable for exercising plans, ensuring plans are tested by the BC single points of contact.
5. Act as advisor to the Force Crisis Management Team if formed.
6. To manage the governance of the Force Risk Policy and Procedure and act as gatekeeper for strategic risks.
7. To provide advice and support in capturing, addressing and controlling risks.
8. To provide a single point of contact for the electronic risk management system, to administer this system and provide training for users of it.
9. To support the Risk Management Unit with regard to other risks such as health, safety and environmental risks.

#### **Management/Leadership:**

N/A

#### **Technical:**

N/A

#### **Communication:**

1. To communicate risk and BC issues throughout the Force.
2. To produce and present reports on Risk and BC for executive Boards.
3. To maintain the Risk and BC webpages and a web based library of BC plans.

#### **Administration:**

N/A

#### **General:**

1. To be able to work flexibly at locations throughout the Force and also represent the Force at external meetings.
2. To actively promote equality of opportunity, work towards eliminating discrimination and

promote good relations between all groups of people

3. To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

4. This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

**Other:**

N/A

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically  
We are innovative and open-minded  
We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity  
Impartiality  
Transparency  
Social responsibility

### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

1) Please select one - Recruitment Vetting (RV) ☒ or Management Vetting (MV)

2) Please select one - Counter Terrorist Checks (CTC) or Security Check (SC) ☒

3) Please select one - Developed Vetting (DV) or N/A ☒

**Date line manager checked vetting level needed :**

**Car User:** Yes ☒ / No - Essential /Casual Allowance {*per mile / day etc*}: Please enter text here

**Budgetary Management:** Yes / No ☒ Budget Value approximate value £ Please enter text here

**Additional Information:** Please enter text here

### Reasonable adjustments

Please enter text here

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration  
Level

Administration  
Level

Administration  
Level

Clerk Level

Clerk Level

Clerk Level