**Emergency Planning and Safety Officer**

JOB DESCRIPTION

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| **Job Title**  **Service Unit**  **Team**  **Responsible to**  **Salary Range**  **Vetting Status** | Emergency Planning and Safety Officer  Tasking, Co-ordination and Operations Command  Specilaist Support and Planning Unit  Manager  Scale 6 – SO1  Recruit Vetting (RV) and Management Vetting (MV) |  |

**Job Purpose:**

* To support the delivery of the Specialist Support and Planning Unit in writing Plans, the planning and delivery of training/ exercises and to provide operational support to commanders at incidents as required.
* Attend and represent the organisation at local and regional groups / meetings, task and project groups and contribute with authority, on behalf of the police, critiquing and sharing best practice to develop the planning, delivery, managment and evaluation of police and multi-agency emergency planning training and exercising; rehearse and test emergency and contingency plan arrangements to ensure that all activity undertaken is legislative and cost compliant.
* Support the Force in the planning and delivery of the organisation’s response to major incidents, emergency situations or similar significant events where a multi-agency response is required, including involvement in local, regional and national hazardous materials operations and the provision of tactical advice and support to Strategic (Gold) and Tactical (Silver) and Operational (Bronze) Command Groups during incidents and major emergencies.

**Principal Duties & Responsibilities:**

* Produce and maintain Force Plans, Site Specific Information, Standard Operation Procedures and Multi Agency Threat and Risk Assessments;
* Deliver training to internal personnel and multi-agency partners;
* Plan and deliver the Local Resilience Forum (LRF) Multi Agency Exercise Calendar on behalf of the Force, in collaboration with the Chemical and Nuclear industries;
* Plan and deliver allocated internal exercises as required;
* Represent the Force at Multi-Agency/Partner meetings and workshops at a local, regional and national level;
* Manage and implement legislative requirements based on the Civil Contingencies Act 2004 (as amended);
* Provide assistance to Operational, Tactical and Strategic Commanders within the Command Room(s) in the event of incident(s) and/or exercises;
* Support line managers in the collation and dissemination of sensitive information that is required at a local, regional and national level.
* Assist and work with other Service Units on all Emergency Planning related matters;
* Support colleagues within the Unit as required;
* Undertake identified training needed to fulfill the role of an Emergency Planner as required.

***Note***

*The above list is not exhaustive and other duties commensurate with the grade and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post*

*All employees are to comply with confidentialities and principles laid down in the General Data Protection Regulation (GDPR) and the Management of Police Information (MOPI).*

*All post holders to comply with health and safety legislation.*

*All employees are expected to demonstrate a commitment to the principles of equality of opportunity and fairness of treatment for all within Cleveland Police.*

**Person Specification**

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|  | Essential knowledge, skills and experience | Desirable knowledge, skills and experience |
| **Knowledge/** **Qualifications** | * A-Level / NVQ Level 3 (or equivalent) in a relevant discipline with experience in a similar role, or GCSE Grades A-C (or equivalent) in English and Maths plus significant experience in a similar role. Alternatively, subtantial demonstrable experience in an equivalent role. * Have a detailed knowledge of the workings of the 3 Blue Light Services. * Competent in the use of MS Office. * Detailed working knowledge and understanding of Joint Emergency Services Interoperability Programme(JESIP**).** | * Health and Safety legislation. * Be an accredited National Inter Liaison Officer (NILO). * Have a working knowledge of the Local Resilience Forum process. * Hold a recognised Debrief qualification. |
| **Experience** | * Proven track record of being able to deliver under pressure and to agreed deadlines. * Previous planning experience, preferably within the emergency services environment. * Ability to act proactively and with limited direct supervision, while at the same time recognising when matters need to be referred to more Senior Managers. | * Worked within the Emergency Planning field. * Have an understanding of the Role of the Police at incidents. |
| **Skills/ Abilities** | * Ability to design and deliver training to both internal staff and external partners. * Be confident and have an enthusiastic approach to problems and new tasks. * The ability to work under pressure in certain circumstances (providing critical advice to commanders with operational situations). * Excellent organisational and written/verbal communication skills. * The ability to work accurately with detailed information and to ensure that practical tasks are effectively implemented. | * Hold a recognised teaching qualification. * Accredited Airwave Tactical Advisor. * The ability to analyse and interpret data and information to assist in planning. |
| **Other** | * Valid UK Driving licence. * Ability to undertake and pass the Force internal driving assessment. * Be flexible in terms of local working arrangements. |  |

**Competency and Values Framework (CVF) for Policing: Level 2**

**Set out below are Cleveland Police Leadership Behaviours (2017) drawn from the College of Policing’s Competency and Values Framework for Policing (2017). A candidate’s behaviours/values will be measured at interview.**

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| **Competency** | **Level 2** |
| **Emotionally aware** | * I consider the perspectives of people from a wide range of backgrounds before taking action. * I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. * I promote a culture that values diversity and encourages challenge. * I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. * I take responsibility for helping to ensure the emotional wellbeing of those in my teams. * I take the responsibility to deal with any inappropriate behaviours. |
| **Taking ownership** | * I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. * I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. * I am accountable for the decisions my team make and the activities within our teams. * I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. * I actively encourage and support learning within my teams and colleagues. |
| **Collaborative** | * I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. * I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. * I understand the local partnership context, helping me to use a range of tailored steps to build support. * I work with our partners to decide who is best placed to take the lead on initiatives. * I try to anticipate our partners' needs and take action to address these. * I do not make assumptions. I check that our partners are getting what they need from the police service. * I build commitment from others (including the public) to work together to deliver agreed outcomes. |
| **Deliver, support and inspire** | * I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. * I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. * I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. * I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. * I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. * I motivate and inspire others to achieve their best. |
| **Analyse critically** | * I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. * I think about different perspectives and motivations when reviewing information and how this may influence key points. * I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. * I understand when to balance decisive action with due consideration. * I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. * I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. * I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics. |
| **Innovative and open-minded** | * I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. * I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. * I am flexible in my approach, changing my plans to make sure that I have the best impact. * I encourage others to be creative and take appropriate risks. * I share my explorations and understanding of the wider internal and external environment. |

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| **Values** | **All Levels** |
| **Integrity** | * I always act in line with the values of the police service and the Code of Ethics for the benefit of the public * I demonstrate courage in doing the right thing, even in challenging situations * I enhance the reputation of my organisation and the wider police service through my actions and behaviours * I challenge colleagues whose behaviour, attitude and language falls below the public’s and the service’s expectations * I am open and responsive to challenge about my actions and words * I declare any conflicts of interest at the earliest opportunity * I am respectful of the authority and influence my position gives me * I use resources effectively and efficiently and not for personal benefit |
| **Impartiality** | * I take into account individual needs and requirements in all of my action. * I understand that treating everyone fairly does not mean everyone is treated the same * I always give people an equal opportunity to express their views * I communicate with everyone, making sure the most relevant message is provided to all * I value everyone’s views and opinions by actively listening to understand their perspective * I make fair and objective decisions using the best available evidence * I enable everyone to have equal access to services and information, where appropriate |
| **Public Service** | * I act in the interest of the public, first and foremost * I am motivated by serving the public, ensuring that I provide the best service possible at all times * I seek to understand the needs of others to act in their best interests * I adapt to address the needs and concerns of different communities * I tailor my communication to be appropriate and respectful to my audience * I take into consideration how others want to be treated when interacting with them * I treat people respectfully regardless of the circumstances * I share credit with everyone involved in delivering services |
| **Transparency** | * I ensure that my decision-making rationale is clear and considered so that it is easily understood by others * I am clear and comprehensive when communicating with others * I am open and honest about my areas for development and I strive to improve. * I give an accurate representation of my actions and records * I recognise the value of feedback and act on it * I give constructive and accurate feedback * I represent the opinions of others accurately and consistently * I am consistent and truthful in my communication * I maintain confidentiality appropriately |

Further detailed information on the CVF can be located by clicking on the following link:

<https://skillsforjustice-ppf.com/competency-values/>