

Job Profile

Gloucestershire Local Resilience Forum Deputy Manager

Grade: 9

Date created: May 2021

About the Job

- To support the Local Resilience Forum (LRF) Manager in all duties.
- Gloucestershire LRF (GLRF) consists of a number of agencies working in partnership to ensure multi-agency cooperation between all agencies within GLRF and all stakeholders in order to prepare for and respond to major emergencies.
- The post holder will require the ability to engage with stakeholders at all levels and should possess excellent communication negotiation skills.
- This is a 2 year full-time Fixed Term Contract role.

Background

GLRF covers the County of Gloucestershire and is one of 42 Local Resilience Fora in England and Wales. Its primary role is to support and develop the principles of multi-agency working as set out in the Civil Contingencies Act 2004 (CCA) through the identification and mitigation of risks and threats in the area. Although locally focussed the LRF engages with regional and national agencies, government and wider partners to ensure that there is effective planning, training, exercising and response to incidents within the LRF area.

This is what we need you to do...

- To work with the GLRF Manager to direct, develop and deliver GLRF related policies and oversee their implementation in liaison with GLRF partner agencies.
- In the absence of the LRF manager undertake temporary cover of the role to ensure the smooth continuation of GLRF business and response.
- Ensure that the LRF Manager, GLRF Chair and Deputy-Chair are promptly kept updated of all decisions and actions made that affect GLRF.

- Act as liaison between all of the management and groups of LRF providing a consistent point of reference and guidance for all agencies.
- Liaise at Chief Executive/ Director as well as with their emergency planning staff to achieve agreed objectives and prompting where necessary in a diplomatic manner to achieve engagement, managing the complex relationships necessary to achieve the smooth running of GLRF.
- Assist the chairs of all GLRF groups to co-ordinate both meetings and workshops to develop solutions to those problems identified.
- Assist in the management and co-ordination of the GLRF Business and Work Plans to ensure that LRF targets and priorities are consistent with the risks identified in the GLRF Community Risk Register (CRR) as well as emerging national and local risks.
- Capture actions and decisions stemming from GLRF groups, ensuring outstanding issues are pushed forward and logged in the correct tracker.
- Develop, prepare, maintain and review risk assessments, plans and standard operating procedures as determined by legislation, stakeholders and local risk profiles.
- Maintain and manage all current spreadsheets, trackers and plans, producing reports and information to support the aims and objectives of GLRF.
- Provide support to assist in the day to day business of the LRF.
- Assist with medium and large scale projects across local, regional and national tiers, to develop plans, guidance and training for GLRF.
- Identify, produce and deliver briefings to GLRF, other LRF's, partner agencies and government departments.
- With the LRF Manager act as the primary points of contact for the reception, collation and dissemination of information into and from GLRF.
- Assist the LRF Manager in acting as an ambassador for GLRF in the wider community, both local, national, partners and government agencies and departments. This will involve developing excellent working relationships with staff from other LRF, local representatives from the Ministry of Housing, Communities and Local Government Resilience and Emergencies Division (RED) as well as the full range of partner agencies including the business and voluntary sectors.
- Engage with other LRF's at national and regional events/meetings, producing and presenting best practice and lessons learned by GLRF in an appropriate manner. Capture information given by other LRFs to enhance GLRF working practices and seek collaboration where possible.
- Remain abreast of all local, national legislative and policy issues likely to affect GLRF, providing informed guidance and advice to partners where necessary.
- Assist in the activation and co-ordination of the planning and response to a major incident, attending Strategic and Tactical co-ordinating groups as required, providing strategic and tactical advice and support to these groups to assist in the effective response to such an incident.
- Co-ordinate any debrief following a major incident to identify the lessons learned, developing a recommendations tracker where necessary to ensure that the appropriate actions are captured and taken forward to conclusion. Where necessary prepare reports on debriefs and present lessons learned to the relevant agencies at executive and managerial level.

- Ensure that partner agencies are aware of their responsibilities under the Civil Contingencies Act in respect of business continuity. Complete Business Impact Assessments of GLRF functions and compile Business Continuity Plans where necessary to mitigate any perceived issues.
- Act as the GLRF administrator for Resilience Direct ensuring that all information contained and uploaded is accurate, relevant and necessary as per Government Data Protection Regulations (GDPR) and ensure GLRF compliance with GDPR.
- Adhere to all Health, Welfare and Safety regulations and policies.
- Maintain and develop understanding and knowledge of all relevant legislation, guidance, policy and procedure. Seek opportunities to develop and enhance this knowledge. Undertake any courses and training relevant and necessary for the role.
- Undertake any duties commensurate with role and grading as directed by the GLRF Chair, Deputy Chair and PC.
- Be flexible in approach and attitude, being prepared to work at short notice and travel where necessary to ensure the effective running of GLRF, especially during a major incident.
- Ensure continued personal development is maintained through attending appropriate training and development events.
- Undertake any other duties commensurate with the grade and role as required by the Chair of GLRF or LRF Manager.
- This job description outlines the main responsibilities for the post; it does not describe all the duties required to carry them out.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

Security and Vetting

This role requires the successful candidate to: Undergo Security vetting to Counter Terrorist Check (CTC) level in order to access partner agency premises and access OFFICIAL-SENSITIVE documentation

The ideal candidate will have...

Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours.

Education & Qualifications

Essential

- Educated to degree level or equivalent experience.
- Well-developed experience in project management, including organising and managing work programmes involving multiple staff who are not in your direct control
- The post requires a high degree of personal initiative in reaching decisions and resolving issues and the successful post-holder will be expected to demonstrate occasions where they have been required to use their personal initiative in such circumstances.
- An understanding, or clear willingness and capability to acquire this understanding, of the Civil Contingencies Act (CCA) 2004 and the primary requirements placed on responders and Local Resilience Forums in the supporting guidance to the CCA – “Emergency Preparedness” and “Emergency Response and Recovery”.
- Familiarity with Microsoft products – I.T. literate
- Politically sensitive and astute
- Excellent interpersonal, communication and relationship building skills, able to work effectively with a network of staff from different organisations.
- Able to plan and prioritise own workload and to manage time effectively to meet targets and deadlines
- Hold a current driving licence
- Organisational and problem solving skills

Desirable

- A detailed knowledge of UK national resilience arrangements and structures.
- Experience of working in a multi-agency or multi-stakeholder environment