**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Risk and Resilience Officer |
| **Job Reference** | 20373 |
| **Grade and Salary** | Grade 5 SP 16 £34,434 per annum (pro rata if part time)This role includes performance related pay progression |
| **Service and Team** | Fire Public Protection, Suffolk Resilience Forum  |
| **Location** | Endeavour House, IP12 2BX Ipswich and hybrid  |
| **Hours per week** | 37 |
| **Status** | **Permanent** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

The Suffolk Resilience Forum (SRF) is a statutory partnership through which agencies involved in civil contingencies routinely work together to prepare Suffolk for emergencies. While not a legal entity, it provides a framework to discharge collective statutory functions under the Civil Contingencies Act 2004.

The SRF **Strategic Vision** – ‘To enable Suffolk to be as prepared and resilient as possible’.

**Mission** -‘Working in collaboration with our partners through multi-agency co-ordination and co-operation, engagement with the wider Suffolk system focusing on prevention, preparation, response and recovery from major incidents’.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

* To manage and coordinate the Suffolk Resilience Forum (SRF) multiagency risk process. This includes the maintenance and upkeep of risk documentation, risk programming, working with the National Security Risk Assessment and the Community Risk Register.
* Responsible to the SRF Partnership Manager and supporting the workstreams of the Suffolk Resilience Forum.
* Responsibilities within the Multiagency information Cell (MAIC), including collecting data and creating useable outputs
* Liaison with partner agencies, providing a central reporting procedure and periodic reports highlighting impact, risks, concerns and actions for government departments and the SRF.
* Support the multiagency debrief and lessons identified process ensuring that they are incorporated into relevant SRF plans.
* To provide an effective and efficient business management and support service to the Suffolk Resilience Forum (SRF) under the direction of the SRF Partnership Manager (line manager).
* Provide a routine point of contact for Category 1 and 2 responders and the voluntary sector.
* Provide support to the Suffolk Strategic and Tactical Coordination process during emergencies.
* Assist with secretariat support to our partners by assisting with plan writing, meeting programming, exercise coordination support and report writing.

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| **Typical responsibilities of a role at this level** |

* Collaborating with different organisations, teams and departments across Suffolk
* Attend national, regional and local risk and resilience related meetings
* Project management, delivery and support
* Completing self-motivated research
* Expected to take part on the Suffolk Resilience Forum on-call rota to support the major incident infrastructure within Suffolk
* Work closely with partner agencies to assist with risk management and better integration of multiagency and chronic risks across all partners.
* Responsible for the capabilities matrix and supporting governance compliance with the national resilience standards and local resilience strategy.
* Interpret data to support planning, response and recovery from major incidents.

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| **About the team**  |

The SRF team is hosted by Suffolk Fire and Rescue Service and is due to expand over the next year. Currently the team is transitioning to a new structure which includes strategic leadership from the Chief Resilience Officer (CRO). The CRO post coordinates workstreams across community resilience, communications, climate adaptation, data integration and business resilience. The SRF Partnership Manager ensures core workstreams such as risk, training and exercising, governance, budget management, response functions and emergency planning support are executed to the highest standard.

All roles are on the SRF on-call rota to provide support to major incidents in Suffolk and support the county Tactical and Strategic Coordination function and the Multi Agency Information Cell.



The SRF multiagency working days are usually Wednesdays, known as Working on Wednesday ‘WoW’. This is when the majority of meetings take place allowing the rest of the week to complete tasks and provide support to partners.

The team works in a flexible way and based at endeavour house and working at Police HQ and Landmark house, hybrid working is available for up to 2 days a week. Travel will be expected across the county on occasion.

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| **What you will be expected to deliver in the role** |

**Day to day tasks may include:**

* Secretariat support to multiagency partners including plan writing, quality assurance, room bookings, catering, admin support.
* Being part of the Multi Agency information Cell (MAIC) during major incidents or enhanced multiagency coordination for resilience or emergency situations.
* Supporting SRF working groups providing administrative support, point of contact for multiagency liaison and assistance.
* Engagement with SRF social media.
* Aid with the development of Suffolk Resilience Direct operating protocols/procedures and administer the SRF Resilience Direct site, continually assessing and making improvements to the system both in response and for day to day working. Coordinate RD training on the response pages for Suffolk.
* Prepare discussion papers, reports and presentations
* Research, analyse, collate and summarise reports and information from a variety of sources and SRF agencies.
* Provide advice on procedural matters at all levels and ensure that key admin duties are carried out efficiently and effectively in accordance with statutory requirements.
* To prepare, where necessary, on behalf of the groups and its subgroups, written responses to correspondence from members of the public, official and public bodies, within agreed timescales and in accordance with the Freedom of Information and Data Protection Act.
* Maintenance of records files and other documents as specified by the SRF to enable efficient retrieval of required information and to provide an auditable trail when necessary.
* Assist in the production of project plans and contingency plans for the SRF, as required. Ensure consistency in SRF plans to enable ease of use by partners.
* Maintain the Tactical Coordination Centre location equipment and own the Tactical Coordinating Group (TCG) set up and procedural plans.
* Support maintenance of the Strategic Coordination Centre infrastructure in conjunction with the Police Planning Team
* Deputise for the SRF partnership manager, where appropriate, on work streams / workshops / conferences / meetings.
* Undertake other duties as directed by the that are commensurate with the grade.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Degree in a relevant subject or clear evidence of an equivalent level of skill & knowledge (Essential)
2. Qualification in Project Management – e.g City and Guilds (Desirable)
3. Membership of an appropriate professional body (Desirable)
4. Qualifications relevant to civil contingencies or equivalent experiential learning.

**Values and personal qualities**

1. Good verbal and written communications skills and networking skills.
2. Professional and polite when dealing with colleagues and customers. Provides accurate, timely advice, resolving queries and solving problems.
3. Works effectively as a member of a small team, supporting team members and demonstrating a flexible approach.
4. Demonstrates a positive attitude, commitment and enthusiasm.
5. The ability to work under pressure on several different projects and achieve deadlines
6. Ability to share the vision for the wider team and to engage people in working together to deliver against the vision
7. Demonstrates a passion for making a positive difference for Suffolk.
8. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.

A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).

1. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
2. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Knowledge of the Civil Contingencies Act 2004
2. Ability to plan and organise own workload, taking responsibility for delivery of tasks
3. Ability to communicate effectively and build positive working relationships
4. experience of project management
5. Good knowledge of relevant office IT and software (e.g. Word, Excel, PowerPoint).

**Additional requirements**

* NPPVL2 Vetted (which can be completed once in role)
* Travel across the county required to attend meetings

**It would also be desirable to have**

* Experience working within Emergency Planning
* Experience working in a multiagency environment
* Knowledge of Resilience Direct

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

* **Frequent Travel Essential** - You will need to travel, so you must either hold a full, current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.