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| JOB DESCRIPTION & PERSON SPECIFICATION |
| **Director Area: Fire & Rescue** | **Job Ref Number: 04105** |
| Service Area: Emergency Planning & Business Continuity Service | Grade: G8 (21) |
| **Job Title: 2 year fixed term - LRF Community Resilience Officer** |
| **PURPOSE OF JOB:** During the course of the two year fixed term contract to work alongside members of the LCC Emergency Planning Team to deliver the Community Resilience Programme of work. The aim is ultimately to achieve an improved level of community resilience so that individuals, families and communities are better prepared, resilient and know how to support themselves and their neighbours in the event of a range of emergencies. |
| **TEAM STRUCTURE:** |
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| **MAIN DUTIES:** |
| * 1
 | To assist the LCC Emergency Planning lead for Community Resilience to deliver its evolving Community Resilience Programme in order to achieve the council’s community resilience priorities as outlined below: |
| * 2
 | Ensure that higher risk/vulnerable communities put community emergency response plans in place and to assist with the development and testing and exercising of these plans. |
| * 3
 | Attendance at and liaison with all parish, ward and town council meetings to increase enrolment onto the Community Resilience Programme. |
| * 4
 | Coordinate cluster sessions for interested Community Emergency Groups in each local authority area as an Introduction to the Community Resilience Programme. |
| * 5
 | Liaise with each of the local authority Emergency Planning liaison officer and Community Emergency Response Team as part of Community Emergency Plan development. |
| * 6
 | Develop a Communications Strategy to promote and encourage more community groups to engage in the Community Resilience Programme across the County. |
| * 7
 | Establish and maintain a database of Community Resilience activities aligned to the Community Resilience Programme. |
| * 8
 | Review the Community Emergency Response Plan template and develop a range of materials and products that can be used to promote community resilience. |
| 9 | Create a library of exercise scenario’s for effective testing of Community Emergency Response Plans. |
| * 10
 | Review the overall Community Resilience Training packages working collaboratively with the LRF Resilient Communities Project Group (RCPG), LCC Lead Local Flood Authority and Local Resilience Partners and voluntary and community organisations and networks. |
| 11 | Liaise with Elected Members & Senior Personnel at County and District Councils to provide an overview of the LCC Community Resilience Programme. |
| 12 | To develop and enhance the community resilience leadership role of councillors to ensure that communities are better prepared. |
| 13 | Develop a mitigation tracker to share lessons identified from exercises. |
| * 14
 | Collaborate with Risk Management Authorities to discuss mitigations identified as part of community group engagement where support can be provided through an application for funding to support with their implementation. |
| * 15
 | Arrange and facilitate a Community Emergency Response Team annual conference sharing best practice and lessons learned. |
| * 16
 | Produce a quarterly report on effectiveness and progress of the Community Resilience Programme. |
| * 17
 | This post will involve some unsociable hours to enable engagement with voluntary and community groups and travel across the county, so the use of a personal vehicle is a requirement. |

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| **PERSON SPECIFICATION** |
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| Requirements | Where identified\* | Essential | Desirable |
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| High level of personal integrity and objectivity |  A, I |  √ |   |
| Ability to build positive relationships with partners and key stakeholders |  A, I |  √ |   |
| Ability to communicate effectively both in writing and when speaking  |  A, I, P |  √ |   |
| Ability to communicate at all levels including senior management. | A, I, P | √ |  |
| Demonstration of confidence in presentation skills and the ability to address multi-agency audiences |  A, I, P | √  |   |
| Ability to take complex material and deliver it in a coherent manner |  P |  √ |   |
| Ability to prioritise workload and tasks and demonstrate effective planning and organisational skills |  A, I | √  |   |
| Ability to work to deadlines, to prioritise and to manage a range of tasks concurrently. |  A, P | √  |   |
| Ability to assimilate information, guidance and experiences and to apply these practically within the role |  A, P | √  |   |
| Ability to work on own initiative with limited supervision, sometimes in difficult and challenging situations |  A, I |  √ |   |
| Flexible and adaptable and can demonstrate personal resilience |  A, I |  √ |   |
| Ability to research and identify solutions through the application of acquired knowledge |  A, I, P |   | √  |
| Sound knowledge of current IT applications, including Microsoft Office 365. |  A, I, P |  √ |   |
| Experience of working with communities, groups and voluntary agencies. |  A, I | √  |   |
| Experience working within the local authority context |  A, I |   | √  |
| Previous experience in project management and delivery |  A, I | √  |   |
| Previous experience working within a multi-disciplinary organisation, working across organisational boundaries, and developing multi-agency professional partnerships |  A |   | √  |
| Previous experience of emergency planning particularly with a community resilience focus |  A |   | √  |

\*A = Application form T = Test/Assessment I = Interview P = Presentation |
| **GENERAL**The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self–service to achieve maximum cost effectiveness.The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies. |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |
| **Safeguarding -**.All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.  |