

**JOB DESCRIPTION**

<b><u>Job Title</u></b>	Civil Contingencies Officer – Training and Exercising
<b><u>Reports to</u></b>	Head of Civil Contingencies Unit (CCU)
<b><u>Reporting staff</u></b>	None

**Job Purpose**

Coordinate the provision of training and exercising for Category 1 (core responders), Category 2 (co-operating responders) and other bodies (MOD, Voluntary Groups) for the Dorset Local Resilience Forum (LRF) in accordance with the Regulations laid down in the Civil Contingencies Act 2004, statutory and non-statutory guidance, National Resilience Standards, National occupational Standards, and in line with good practice ( local, regional and national).

- a. **Subject Lead:** Manage and chair the multi-agency Training & Exercising Group to deliver a schedule of Exercises and a prospectus of courses for the Dorset LRF.
- b. **Technical Author.** Create, maintain and deliver credible and appropriate Civil Contingencies Exercises in support of the ongoing development of the CCU's Stakeholders and the validation of emergency plans.
- c. **Advice and Support.** Assist with development, implementation and delivery of key projects and exercises to further build Dorset resilience.
- d. **Incident Response.** To co-ordinate the activation of multi-agency response for major incident, and to provide advice and practical support to all agencies of the LRF during the incident.

To chair assigned Task and Finish Groups (TFGs) across, and the Standing Groups of, the Dorset Local Resilience Forum (Dorset LRF) to further build Dorset LRF's resilience and/or to deliver internal service improvements in the Dorset CCU.

To undertake the role of Duty Officer and to co-ordinate the activation of multi-agency response for incidents, and to provide professional advice, subject matter expertise and practical support to all agencies of the LRF during the incident and recovery at either Tactical or Strategic levels of command.

On behalf of the Dorset CCU and members of Dorset LRF, to act as lead officer on designated areas of delivery including:

- Risks and capabilities
- Engagement and whole society resilience
- Intelligence and assurance
- Learning and improvement (0.6fte)  
Training and Exercising (this Job Description)

**Generic Responsibilities/Job Family**

## NOT PROTECTIVELY MARKED

### Specialist

- To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.
- To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.
- To represent the department/function at meetings and act as Service representative for initiatives as required.
- To undertake project tasks or more specialised administrative work relating to the specific function or department.
- To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

### Specific Responsibilities

1	Initiate and Coordinate an annual training needs analysis with partners. Include recommendations from training and exercising events and incident debriefs. Develop a 3 year work programme for training and exercising for inclusion in the Dorset LRF Business Plan. Maintain an LRF work programme in line with the outcomes identified by the TNA for agreement by the Training & Exercise Group and sign off by the Dorset Local Resilience Forum Business Management.
2	Responsible for the design and delivery of the Dorset LRF training pathways matrix, ensuring annual review by the Training and Exercising Group. Employ engaging and innovative methods of training which will require substantial administrative skills, and some degree of physical effort to transport and set up. Interpret legislation, standards and frameworks, eg National Resilience Standards, and incorporate into training and exercising provision.
3	Develop a Dorset CCU Training and Exercising Prospectus for publication to the LRF after agreement by the T&E Group and BMG. Incorporate the Training Pathways Matrix. Keep the Prospectus updated by responding to training and exercising requests throughout the year. Monitor the quality of training courses offered through the prospectus, analysing feedback and seeking out verbal feedback. Use this to further train and develop the courses/exercises. Develop new courses as required by the Dorset LRF. Engage the services of specialist trainers as required by the LRF.
4	Respond to requests for short notice ad hoc exercises to meet emerging risks and training needs from partner organisations. Develop own knowledge to be able to support these exercises and engage the support of subject matter experts as necessary. Prioritise existing workload to accommodate short notice ad hoc exercise requests.
5	Project manage the planning, preparation, delivery and review of a Dorset LRF three-yearly large scale multi-agency Live Exercise. Anticipated timescale for this Live Exercise project is 12 months, and will involve all Cat 1 and 2 organisations within the Dorset LRF.
6	Attend and facilitate debriefs and identify learning points to be included in training and exercising programmes.
7	Review and agree training and exercising requirements with authors of multi-agency plans. Identify opportunities where possible for shared exercising schedules for one or more plans.

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<b>8</b>	Produce quarterly and annual statistical reports as specified by the Training and Exercising Group and Business Management Group. Response to individual organisation demands for reports on attendance/non-attendance as requested.
<b>9</b>	Maintain financial records on all training courses and provide regular reports to Business Management and Executive Groups on progress. Provide comparative figures for externally sourced training for comparison with in house courses. Ensure best value for money is achieved.
<b>10</b>	Develop training courses to be delivered by the CCU Officers and build skills within the CCU Team to deliver this training. Supervise all training delivered by CCU Officers. Plan a schedule of training and train the trainer courses in conjunction with the Civil Contingencies Officers.
<b>11</b>	Participate in the provision of a 24/7 Duty Officer Scheme which may require the instigation of command, control and coordination structures (both Tactical and Strategic) for a multi-agency response.
<b>12</b>	Chair the Dorset LRF Training & Exercising Group, and lead/Chair the South-West Training & Exercising Group including all administrative support.
<b>13</b>	Act as the Tactical or Strategic Advisor in the absence of the Principal Civil Contingencies Officer or the Head of the Dorset Civil Contingencies Unit to the Tactical or Strategic Coordinating Group in the event of activation of a multi-agency response to an incident. Undertake the role of Action Manager as point of contact for a multi-agency response and to manage the incident response on Resilience Direct.

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