

## JOB PROFILE

<b>JOB TITLE:</b>	Operational Planning Officer
<b>SALARY GRADE:</b>	Grade 7
<b>SALARY RANGE:</b>	£24,313 - £26,317 per annum
<b>J E REFERENCE:</b>	A327
<b>DIRECTORATE:</b>	Operational Preparedness
<b>TEAM:</b>	Operational Planning & Policy Team
<b>LOCATION OF WORK:</b>	Joint Control Centre
<b>HOURS OF WORK:</b>	35
<b>DIRECTLY RESPONSIBLE TO:</b>	Operational Planning & Contingency Manager
<b>DIRECTLY RESPONSIBLE FOR:</b>	N/A

### JOB SUMMARY

To prepare and deliver the Service's objectives regarding the delivery of safe events in Merseyside. Delivery of the Service's operational objectives through the provision of operational information and guidance.

### MAIN DUTIES / RESPONSIBILITIES

#### Events

- Attend Joint agency meetings with event organisers.
- Attend Safety Advisory Groups and Ground Safety Advisory Groups for each district within Merseyside.
- Plan Merseyside Fire & Rescue Service (MF&RS) response to events. This includes:
  - Producing the Public Event Briefings (PEB1) for staff
  - Producing MFRS Operational Plans and Information for staff at all levels
  - Providing briefings at Operational, Tactical and Strategic levels for MFRS staff
  - Identifying any requirements for additional MFRS resources
  - Putting in place the appropriate levels of Command required for any given event
  - Preparing financial costings for event organisers for use of MFRS resources
  - Feeding into multi-agency plans for major events
  - Participating and arranging attendance at event exercises
- Build and maintain effective relationships with internal and external stakeholders acting as focal point for specific matters relating to events within Merseyside
- Provide feedback and advice to event organisers and partner agencies. This will include interpreting legislation, guidance and other relevant material.
- Prioritise workloads to ensure that tasks completed within the defined time limits
- Facilitate internal methods for quality assurance of event planning e.g. debriefs

#### Operational Support Room

- To provide support in an emergency, at Tactical and Strategic levels in the Operational Support Room and Joint Control Centre during office hours and through a voluntary recall to duty system.
- Maintaining the Operational Support Room to ensuring it is ready for operational response upon activation by a Principal Officer. This also includes during periods of Service Increased Alert E.g.

Incidents/Business Continuity/Spate Conditions.

10. Provide a Decision Loggist function to Fire Commanders at Tactical and Strategic levels.

### **Operational Information**

11. Review other agencies emergency plans from an operational perspective.
12. Support document governance arrangements by reviewing and updating operational information ensuring accuracy, correct formatting and version control. This includes documents such as Standard Operating Procedures, Incident Command Guides, Service Instructions, Site Specific Operational Plans, Operational Response Plans, Emergency Plans, Ops Information Notes and Motorways information.
13. Uploading and managing MFRS operational information on the Portal, Mobile Data Terminals, network folders and Resilience Direct.

### **Exercises**

14. Plan and participate in MF&RS exercises.
15. To arrange under the co-ordination of the Operational Preparedness Manager and Operational and Contingency Planning Manager the preparation and staging of exercises and debriefs in relation to MFRS and Merseyside Resilience Forum exercises. This includes liaison with internal and external stakeholders as well as the preparation of scenarios, inject and all associated documentation.
16. To organise and facilitate multi-agency meetings to co-ordinate the planning of exercises and debriefs and all levels of command.

### **Resilience Direct**

17. To support, direct and deliver on Resilience Direct National Group work program, providing full support to the group and work stream leads. This includes testing and providing feedback regarding functionality to Cabinet Office - Resilience Direct National Team.
18. To support, direct and deliver Resilience Direct objectives for MFRS. This includes the designing and delivering training packages to senior officers, fire control, MRF partners on mapping, collaboration and response.

### **Miscellaneous Duties**

19. Assist and support Service Plan / IRMP (Integrated Risk Management Plan) /IDEAS Projects as required.
20. Respond to requests within and outside the Service. This includes temporary operational risks, request for information from other Fire & Rescue Services, Government Departments and commercial companies.
21. Implement the requirements of the Civil Contingencies Act to ensure MFRS compliance with legislation and associated guidance.
22. Maintain and update radiation database in conjunction with Environment Agency and Operational intelligence.
23. Attend Highways meetings for major projects taking place within the Merseyside area, providing feedback from MFRS and cascading information to operational personnel.
24. Auditing, updating and amending MTPAS on behalf of MFRS for the Resilience Forum.

## **WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES**

It is essential that all employees of Merseyside Fire & Rescue service both operational and non operational are committed to, encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the

following personal values:

Responsibility

Being self disciplined, taking ownership of and problems, making things happen, trying to make a difference.

Social Empathy

Being interested in people, displaying empathy, embracing diversity, community focused.

Constructive Challenge

Being willing to challenge but not obstructively, commitment to improvement.

Mutuality

Identifying with team, organisation and community, displaying team commitment, willing to stand up against peer pressure when appropriate, acknowledging other's right to differing opinions.

Pragmatism

Aspiring to excellence whilst being realistic in expectations, being practical and solution focused.

Openness to Experience

Receptive to learning opportunities and personal development, seeking out new experiences, interested in people and situations that are less familiar, taking a broad view on things, seizing opportunities.

### **INTERPERSONAL & COMMUNICATION SKILLS**

The post holder regularly requires advisory, guiding, negotiating and/or persuasive skills at a developed level, as he / she is required to negotiate with event organisers and traffic organisers to reach agreements.

It involves the exchange of complicated and/or sensitive information, both orally and in writing. The information can sometimes be complex i.e. Local Resilience Forum plans. The post holder requires additional levels of security clearance in order to handle sensitive information on behalf of MFRS National Inter-Agency liaison Officers (NILO). Exceptional written skills are required for providing a Decision Loggist capabilities.

### **RESPONSIBILITY FOR SUPERVISION**

The job regularly involves the demonstration of duties to, giving advice and guidance to, or the training for internal and external colleagues.

The post holder does not have any permanent line manager responsibilities, however they will supervise and manage staff who are completing tasks for them as part of projects or specific work streams for defined periods of time.

### **RESPONSIBILITY FOR FINANCIAL RESOURCES**

The post holder has a responsibility for financial resources but is not directly accountable for income or expenditure. The work involves accounting for expenditure, income, money in the form of cash, cheques, direct debits, invoices, or some other equivalent, where care, accuracy and security are particularly important. The sums involved are considerable. The post holder is responsible for calculating costings and invoicing event planners for resources supplied at events.

### **RESPONSIBILITY FOR PEOPLE**

The post holder implements Statutory Regulations which can have a direct impact on the health, safety or wellbeing of people. The post holder has a contributory responsibility for the development of the

Authority's policies and supporting procedures or practices in relation to the wellbeing of people to meet changes in the social, economic, political or relevant legal or technical environment. The post holder also provides advice and guidance on both established internal policy and external regulations and / or statutory requirements related to the wellbeing of people.

### **RESPONSIBILITY FOR PHYSICAL RESOURCES**

The post holder's main responsibility for physical resources is for manual and/or computer information and systems. The post holder produces or processes some of this information and is expected to apply normal levels of care and accuracy, and increased levels of confidentiality and/or security for some data produced. The post holder has a contributory responsibility for the development of policies and supporting procedures related to the Organisation's physical resources to meet changes in external regulations, statutory requirements or technological developments. The post holder also provides advice and guidance on both established internal policy and external regulations and / or statutory requirements related to the Organisation's physical resources and this involves the interpretation of these regulations or requirements to meet specific circumstances. The post holder is also required to advise on the adaptation of policies and procedures to meet external demands.

### **WORKING CONDITIONS**

The post holder occasionally has to work out doors i.e. when attending meetings to plan events, site familiarisation and to plan and participate in MF&RS exercises.

### **PHYSICAL DEMANDS**

The job is primarily office based however occasional outside work is required. When taking part in exercises and incidents the role would require significant moving between various command rooms in the Joint Control Centre building. Some national travel is required which can be completed via public transport.

### **EMOTIONAL DEMANDS**

Workloads can vary dramatically during the year with surges in demand and strict deadlines. This requires the post holder to have high levels of personal resilience to enable them to work flexibly and prioritise effectively so that deadlines are met, despite significant internal and external pressures.

### **KNOWLEDGE**

The post holder requires a detailed knowledge of the Organisations relevant procedures and practices to do the job. The post holder also needs a detailed understanding of the relevant legislation and statutory guidance relating to his/her area of work. A detailed understanding of the underlying concepts and principles of this specialist area is essential. Relevant training in emergency planning plus experience as a practitioner in the field will be necessary for effective performance of the role.

### **CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION**

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees

and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

### **REVIEW ARRANGEMENTS**

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

<b>Date job profile prepared / revised:</b>	<b>16.1.2020</b>
<b>Prepared / revised by:</b>	<b>S. McGuinness &amp; L Inman</b>