

Staffordshire Civil Contingencies Unit



Supporting Resilience in Staffordshire
www.staffordshireprepared.gov.uk

Job Title:	Strategic exercise consultant (sector specific)
Location:	Civil Contingencies Unit, Stafford Fire Station, Hydrant Way, Beaconside, Stafford
Salary:	Circa £400 per day
Responsible to:	Director of Civil Contingencies through the Principal Civil Contingencies Officer (PCCO).
Hours:	Casual, up to 6 days/times a year

Overall Function:

To support the delivery of strategic-level multi-agency exercises by working as part of a team of multi-agency players working from a pre-written exercise scenario.

To participate in strategic-level exercises to produce a comprehensive and realistic exercise experience. Using experience of operating at a strategic level to respond to an unfolding scenario with relevant sector-specific information and contributions in order to reach a successful conclusion.

Main Tasks

The primary tasks of the post holder are to:

- Participate in multi-agency exercises at strategic level from a sector-specific viewpoint (sectors include Police, Local Authority, Public Health, NHS, Environment Agency, Ambulance).
- To participate fully in the simulation of multi-agency decision-making meetings (e.g. Strategic Coordinating Group) in order to provide candidates with a realistic environment in which to test their skills.
- To comprehend and explain the potential sector-specific strategic implications of a fast-moving scenario to a multi-agency group.
- To provide a sector-specific interpretation of the impacts of a multi-agency response.
- To dynamically respond to an exercise scenario in order to deliver the objectives of the event.

- To create (where necessary) or interpret sector-specific data with the purpose of informing collective decision-making.
- To participate in multi-agency discussions at a strategic level regarding an incident response scenario.
- To participate in debrief sessions with the purpose of providing feedback on the performance of role-holders and the exercise scenario.

Effort and Environment Factors:

The work will take place in an office environment working alongside other exercise participants, CCU staff and external exercise participants.

The exercise venues are likely to be public buildings and meeting rooms in and around Staffordshire.

He/she is to provide his/her own transport to and from exercise venues.

Person Specification:

ESSENTIAL

1. Educated to degree level or equivalent experience.
2. Understanding of the Civil Contingencies Act 2004 including the roles and responsibilities of Category 1 and 2 responders.
3. Understanding of multi-agency response arrangements in the event of an emergency and the roles of responders in the delivery of emergency response.
4. Demonstrable experience of operating at a strategic level in a relevant Category 1 or 2 responder organisation.
5. Demonstrable experience of operating at a strategic level in an emergency or major incident.
6. Proven ability to comprehend and respond to written and verbal information in order to make strategic decisions on behalf of an organisation and/or sector during an emergency or exercise.
7. Experience of participating in multi-agency civil contingency exercises and representing a relevant sector in the role-play.
8. Demonstrable experience of participating in multi-agency meetings such as Strategic Coordinating Groups in order to achieve common objectives.

9. Demonstrable experience of JESIP and using the associated Decision Model to achieve timely and effective decisions in a strategic multi-agency setting.
10. Experience of participating in structured debriefs in order to identify learning to drive improvement.
11. Responsible and professional attitude, self-motivated and with a pro-active approach to work and able to use own initiative. Able to multi-task, plan, prioritise and work as a member of a team and independently.
12. Ability to maintain confidentiality.
13. Excellent communication/interpersonal skills.
14. Experience of working in a multi-agency environment.
15. Current driving licence and car available with Class 1 Business Use insurance

EMPLOYEES

Ensure individual participation to satisfy minimum requirements of the Health and Safety at Work Act 1974. Main responsibilities: -

1. Actively promote safe working practices with self and others.
2. Co-operate with employer and others.
3. Use equipment in accordance with training and instruction.
4. Inform employer of work situations, which present a serious and immediate danger.
5. Inform employer of any shortcoming in the arrangements for health and safety.
6. Not to interfere with or misuse anything provided in the interests of health and safety.