

Job Description

Dorset LRF Human Aspects Co-ordinator (fixed term 1-year contract)

Service/Team	Emergency Planning and Resilience Team within Audit and Management Assurance
Reports to	Emergency Planning & Resilience Manager
Number of Posts	One

My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by...

Ensuring that the council and Dorset LRF multi-agency partners have an effective human aspects response in place to support those affected by an emergency.

Job Overview

To act as the co-ordinator and lead planner on behalf of Dorset LRF to oversee the development of the Dorset LRF multi-agency human aspects and humanitarian assistance capability. Humanitarian assistance can be defined as 'those activities aimed at addressing the needs of people affected by emergencies; the provision of psychological and social aftercare and support in the short, medium and the long term.' (Eyre et al, 2007)

Key Responsibilities

- To act as a subject matter expert on the human aspects of emergency planning and response to Dorset LRF.
- To consider the implications of legislation, guidance materials, recommendations, and emerging trends and information in relation to human aspects and humanitarian assistance and advise the LRF accordingly.
- To assist Dorset LRF to fully understand its current gap in relation to its human aspects capability.
- To present to Dorset LRF a list of key deliverables and actions required to rectify current gaps/issues identified within the human aspects capability.
- To lead an LRF human aspects workstream establishing task and finish groups as appropriate to deliver the required outcomes.
- To co-ordinate and lead on the development of the appropriate human aspects multi-agency plans and procedures/deliverables required as above, e.g. LRF Survivors' Reception Centre plan, Friends and Family Reception Centre plan.
- To develop training and exercising, as identified and required, as part of the human aspects workstream.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- By the end of the fixed term post, to leave Dorset LRF in a much better state of readiness to deliver a human aspects response arising from a significant emergency.

Specific Qualifications and Experience

- Degree, or equivalent, preferably in a relevant discipline (or equivalent experience)
- Minimum of 5 GCSEs or equivalent, two of which must be English and Maths.
- Previous experience of emergency planning with particular experience in relation to human aspects and humanitarian assistance
- Previous experience working within a multi-disciplinary organisation, working across organisational boundaries, and developing multi-agency professional partnerships.
- Experience working within the local authority context is desirable.
- Previous experience in project management and delivery
- Membership of an appropriate professional body such as the Emergency Planning Society (desirable)
- Previous experience working within a Category 1 Responder organisation as specified by the Civil Contingencies Act (desirable)

Personal Qualities & Attributes

- High level of personal integrity and objectivity
- Ability to build positive relationships with partners and key stakeholders.
- Ability to communicate effectively both in writing and when speaking.
- Demonstration of confidence in presentation skills and the ability to address multi-agency audiences
- Ability to take complex material and deliver it in a coherent manner
- Ability to prioritise workload and tasks and demonstrate effective planning and organisational skills
- Ability to work to deadlines, to prioritise and to manage a range of tasks concurrently.
- Ability to assimilate information, guidance, and experiences and to apply these practically within the role
- Ability to produce accurate, detailed work and to prioritize deadlines
- Ability to work on own initiative with limited supervision, sometimes in difficult and challenging situations.
- Flexible and adaptable and can demonstrate personal resilience.
- Ability to research and identify solutions through the application of acquired knowledge.

Job Requirements

- Hybrid working with travelling required to deliver services and attend meetings and training locally across BCP and Dorset, regionally and nationally as appropriate to the post. Must be able to travel to fulfil the role.

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Our behaviours

BCP Council has developed and embedded a set of behaviours that will form part of everything you do, and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under [BCP Values and Behaviours \(bcpcouncil.gov.uk\)](https://bcpcouncil.gov.uk). More details about the council can be found at [About BCP \(bcpcouncil.gov.uk\)](https://bcpcouncil.gov.uk)