

# **NORTHAMPTONSHIRE POLICE**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Strategic Development, Risk & Business Continuity Adviser
<b>SCALE:</b>	SO2
<b>PLACE OF WORK:</b>	Darby House, Wellingborough
<b>HOURS OF WORK:</b>	37
<b>Responsible to:</b>	Strategic Development Manager

### **Purpose of the Job:**

To take the lead responsibility in developing and maintaining the force's approach to Business Risk and Business Continuity Management (including policy, strategy, systems and processes); to give specialist advise and support to managers across the organisation; to prepare management reports and develop actions plans to improve force performance in areas relevant to the role; to assess the impact of insights gained through horizon scanning and make recommendations on the strategic activity the force should undertake in response and to contribute to the wider work remit of the Corporate Development Department.

### **Main Responsibilities:**

- 1** To lead the development and implementation of Business Risk Management and Business Continuity Management and resulting strategic development activities within Northamptonshire Police.
- 2** Provide training and capacity building for staff across the organisation relating to risk management and business continuity.
- 3** Responsible for the provision of advice and guidance across the force on all issues pertaining to risk management, business continuity and strategic development, including accurate identification, assessment, escalation, reporting and monitoring of risks and issues faced by Northamptonshire Police.
- 4** Responsible for developing and maintaining the force's risk management and business continuity policies, strategies, processes, products and plans.
- 5** To support the force's strategic planning and business planning processes including the Force Management Statement on issues relating to policy, business continuity and corporate/business risk.
- 6** To take lead responsibility in the planning, production and facilitation of exercises designed to test and validate Business Continuity Plans, advising and supporting Areas and Departments where appropriate.

- 7** To identify and assess progress against strategic development actions taken in relation to business continuity issues identified within the Force.
- 8** To represent the force at a senior level on process groups and other internal, partnership, regional and national meetings regarding risk management, business continuity and strategic development.
- 9** Primary point of contact between the force and the Internal Auditors and to present reports on audit action progress to the Joint Independent Audit Committee.
- 10** Undertake horizon scanning to identify emerging risks, business continuity threats and issues impacting on the strategic development of the force and make recommendations on responses.
- 11** To contribute to the wider work remit of the Corporate Development Department.

### **Person Specification:**

#### ESSENTIAL CRITERIA

- 1 Proven experience in a risk management role.
- 2 Proven experience in a Business Continuity role.
- 3 Good interpersonal skills with proven experience of negotiating and influencing at a senior management level.
- 4 Demonstrate an ability to produce clear and concise plans, procedures and reports.
- 5 Demonstrate an ability to work independently and as part of a team in order to meet demanding deadlines.
- 6 Knowledge and experience of using common office software to a high standard, with an ability to get the most benefit existing and new IT software.
- 7 Candidates must be able to demonstrate a level of awareness of equality issues appropriate to this role.

#### DESIRABLE CRITERIA

- 1 To hold a recognised risk management qualification such as The Institute of Risk Management Risk Management Diploma or be an ALARM Registered Risk Practitioner.

- 2 To hold a recognised business continuity management qualification such as Certification under the Business Continuity Institute Professional Recognition Programme.
- 3 Experience of working in strategic planning role.

**Note:**

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

**CONDITIONS OF SERVICE:**

The appointment will be full time and subject to the conditions of service of the Police Support Staff Council.

The annual leave entitlement is 25 days with an additional 5 days after 3 years of continuous service.

**INFORMATION SECURITY:**

Personnel are required to observe best practice at all times, in terms of applying rigorous information security considerations throughout all aspects of their work. Information must be stored, handled, distributed and disposed of by varying secure means, proportionate to the potential risk of inadvertent loss, compromise or disclosure.

All individuals have a primary responsibility to protect the confidentiality, integrity and availability of information used in association with their role, as this is fundamental to delivering business objectives in this rapidly evolving environment.