



**CAMBRIDGESHIRE AND PETERBOROUGH  
LOCAL RESILIENCE FORUM (CPLRF)  
RISK AND RESILIENCE OFFICER  
RECRUITMENT PACK**



**CAMBRIDGESHIRE  
FIRE & RESCUE SERVICE**  
*Working together to improve community safety*



# ABOUT

## Why work for Cambridgeshire Fire and Rescue Service (CFRS)?

**Thank you for your interest in the above vacancy.**

Please ensure you read all documents within this pack to provide you with a good understanding of the role and the Service.

To apply for this opportunity please complete this [EDI Form](#) and send your CV and Covering Letter detailing your suitability for the role in line with the person specification to [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)

### **We promote the right values and an inclusive culture by:**

ensuring fairness, promoting diversity and developing colleagues to achieve their potential

- being Disability Confident employer
- providing health and well-being support
- offering flexible, agile hybrid working
- having Inclusion ambassadors, a network and working groups for protected characteristics
- supporting anyone going through or affected by the menopause.

### **Our Offer:**

Employee Assistance Programme

- Access to Health Cash Plan
- A competitive pension scheme
- Access to Blue Light Discount at 100s of stores & events
- Access to Health Shield Perks Discounts
- Family friendly policies – including flexible working
- Great Learning & Development Opportunities
- 24 days annual leave each year plus bank holidays, increasing with long service
- Parking (site specific)
- Flexible, agile, hybrid working

To find out more about working for us please click here: [Cambsfire.gov.uk](https://www.cambsfire.gov.uk)



# ABOUT The Role



**Salary:**  
**£33,366 - £35,235 pa**

**Working Pattern:**  
**37 hours per week**

**Contract:**  
**Fixed term / Secondment**  
**12 months**

**Reports to:**  
**CPLRF Programme**  
**Manager**

## Job Purpose

To provide a robust programme of support in the core areas of risk management, community resilience and working group infrastructures in order to support the programme manager in ensuring the delivery of the statutory requirements of the Cambridgeshire and Peterborough Local Resilience Forum, (CPLRF) under the Civil Contingencies Act, (2004), and other relevant legislation concurrently.

## Key Responsibilities

- Maintaining an effective and resilient Multi-Agency Information Cell (MAIC) process, including collecting data and creating useable outputs as well as researching and implementation of improved ways of working and driving forward efficiencies.
- Partnership working: Ongoing liaison with partner agencies and local business networks providing a central reporting procedure and periodic reports highlighting impact, risks, concerns and actions for government departments and the CPLRF. Provide a routine point of contact for Category 1 and 2 Responders (Civil Contingencies Act 2004) together with the voluntary and faith sectors.
- Aid with the development and administration of the Cambridgeshire and Peterborough Resilience Direct (RD) website, operating protocols/procedures, continually assessing and making improvements to the system. Co-ordinate RD training on the response pages for Cambridgeshire and Peterborough, working with the Emergency Planning and Support Officer.
- Prepare discussion papers, reports, and presentations to deliver at Tactical and Strategic board level and provide support to the Cambridgeshire Local Resilience Forum Strategic and Tactical Coordination Group (TCG) process during emergency response and recovery as required.

# ABOUT The Role



## Key Responsibilities continued

- Secretariat support as deemed necessary by the CPLRF Programme Manager, working with partners by assisting with plan writing, meeting programming, exercise coordination support and report writing working alongside the Development and Support Officer for Operations, Training and Exercise and Emergency Planning Support Officer and Business Administrator. To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.
- Supporting the management of CPLRF risk processes, working alongside the Community Risk Management Working Group chair in support of the National Security Risk Assessment (NSRA) and shaping this to a visible local community risk profile. Establishing risk mitigations and working with communities through community resilience work streams to ensure relevance to the national resilience context.
- Assist in the production of project and contingency plans for the CPLRF, as required. Ensure regular review of CPLRF plans to ensure consistency and enable ease of use by partners.
- Community Resilience: Work with Voluntary and Community Sector (VCS) to increase active awareness and participation of citizens and communities in resilience, civil contingencies planning and delivery. Chairing the Community Resilience Working Group meetings and responsibility for building and driving forward a sustainable model for embedding voluntary sector within the CPLRF.
- Responsible to the Cambridgeshire and Peterborough Resilience Forum (CPLRF) Programme Manager in supporting the relevant workstreams of the Cambridgeshire and Peterborough Resilience Forum.



# ABOUT The Role



## Key Responsibilities continued

### CORPORATE ACCOUNTABILITIES (applicable to all personnel)

#### Equality, Diversity and Inclusion & Safeguarding

- Support and promote the Service's statement, policies and procedures on Safeguarding, Equality and Inclusion in employment and service delivery.

#### Health, Safety and Risk

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service’s Health and Safety policies and procedures to maintain a safe and healthy working environment.

#### Personal Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

#### General

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

### OTHER GENERAL REQUIREMENTS OF THE JOB

#### CPD

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

#### TRAVEL

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.

# Person Specification



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS/ EDUCATION	A degree/diploma and/or relevant experience in Emergency and Disaster Management or completion of Cabinet Office Emergency Planning Courses (basic) would be of great advantage.	X		Application
	A degree/ diploma		X	Application
KNOWLEDGE/ EXPERIENCE	Basic understanding of emergency planning processes and the role of Local Resilience Forums in National Response and Recovery.	X		Application & Selection Process
	Basic understanding of the National Risk Register and processes.	X		Application & Selection Process
	Basic understanding of JESIP principles (Joint Emergency Service Interoperability principles),	X		Application & Selection Process
	Previous role experience in the field of risk management/ emergency planning and/ or experience gained in education/ placements.		X	Application & Selection Process



# Person Specification



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS	Ability to attend and successfully complete relevant training courses once in role, both internally and externally, as required.	X		Application and Selection Process
	Ability to communicate sensitive information, both orally and in writing, in a clear, concise and articulate way to a wide range of audiences at different levels.	X		Application and Selection Process
	Good ICT skills and knowledge of Microsoft Office.	X		Application and Selection Process
	Excellent planning and organisational skills with the ability to multi-task and work on a variety of projects simultaneously and document accordingly.	X		Application and Selection Process
	Ability to establish effective professional links with other agencies and partnership groups and represent the CPLRF amongst audiences from tactical to strategic level	X		Application and Selection Process
	Self-motivated with the ability to work with minimal supervision to achieve targets and meet deadlines.	X		Application and Selection Process

# Person Specification



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
GENERAL	Full, clean and current driving licence*		X	Application and Selection Process
	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	X		Onboarding Stage

\*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required



# Our Terms and Conditions



## Terms & Conditions

The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.

## Location

The successful applicant will be based at Huntingdon but will occasionally be required to travel to other sites in Cambridgeshire and out of County.

We offer an agile working pattern where you can work remotely subject to you being available to work from other Cambridgeshire Fire & Rescue Service locations around Cambridgeshire and from home.

## Salary

£33,366 - £35,235 per annum  
Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

## Type of Contract

Fixed Term/ Secondment for 12 months

## Hours

37 hours per week  
A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

## Probation Period

There is usually a probationary period of six month

## Offer Subject to

- Completion of Medical Questionnaire/Medical Examination.
- Receipt of references satisfactory to the Authority.
- Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)
- Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check

## Duties

The enclosed job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet with changing circumstances. You may on occasion be required to undertake work outside of your normal duties to meet the needs of the Service.

# Our Terms and Conditions cont.



## Pension

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed

## Annual Leave

The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 24 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).

**Other leave:** Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.

## Sickness

The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.

## Training & Development

Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability

## Equal Opportunities

The Fire Authority is committed to providing equality of opportunity in employment and service provision.



# Our Terms and Conditions cont.



## Additional Benefits

- Employee Assistance Programme
- Access to Health Cash Plan
- A competitive pension scheme
- Access to Blue Light Discount at 100s of stores & events
- Access to Health Shield Perks Discounts
- Great Learning & Development Opportunities
- 24 days annual leave each year plus bank holidays, increasing with long service
- Parking (site specific)
- Flexible, agile, hybrid working (post-probation period)

## Legal Right to work in the UK

Asylum and Immigration legislation requires all employers to obtain proof that prospective employees have a legal right to work in the United Kingdom. You will therefore be asked for a National Insurance number and documentary evidence such as a valid passport or other identity documents.

## Other Employment

You must notify the Authority if you hold or take up other employment, to meet the requirements of the Working Time Regulations, and must limit your working hours over all employment to 48 hours per week on average.

## Safeguarding

Cambridgeshire Fire and Rescue is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment. It is our policy to require all applicants for employment to disclose if you are currently being investigated by any regulatory body or have any decisions or sanctions pending or in progress in respect of your suitability to work for the Service.

You agree to inform the Service within 24 hours if you are subsequently investigated by any agency or organisation in relation to concerns about your behaviour towards children, young people, or vulnerable adults. The information you provide will be treated as strictly confidential and will be considered only in relation to the appointment for which you are applying.



# ABOUT

## Cambridgeshire Fire and Rescue Service

Cambridgeshire Fire and Rescue Service are keen to encourage applications from all parts of the community, and to ensure this is happening we need to monitor information that some may regard as personal and sensitive. This information will be held in confidence and used only for statistical monitoring purposes. It will not be used in any part of the selection process. Please complete this EDI Form. Please be assured that this will be separated from your application form before the selection process begins.

It is our policy to ensure, whenever possible, that the recruitment process is adapted to suit the needs of applicants who have a disability or impairment that you believe may give you rights under the Equality Act. The following conditions are given as examples: learning disabilities, dyslexia, some sight or hearing loss, diabetes, epilepsy and multiple sclerosis. Reasonable adjustment will be made for those candidates who believe that they may have an impairment or disability under the Equality Act 2010. Please inform us of any adjustment you require so that we can ensure that we have made appropriate arrangements for you during the selection process, Please do not hesitate to contact Recruitment on 01480 444500 or email [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk) if you have any queries.

Please also note that we hold the "Disability Confident" employer status, this means that we guarantee to interview all applicants who have rights under the Equality Act 2010 and who meet the essential criteria for the post. However, it is desirable that the successful candidate can travel to any part of the county as required.

In the meantime, if you have any queries, please do not hesitate to contact Recruitment on 01480 444500 or [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)





# ABOUT

## Cambridgeshire and Peterborough

### Economy: Where Innovation Meets Opportunity

Cambridgeshire and Peterborough boast a thriving economy with robust GDP growth of 2.7% (as of 2022) and a vibrant ecosystem of tech enterprises, research institutions, and startups.

The county is home to the Cambridge Cluster, with a large number of high tech businesses focused on software, electronics, and biotechnology. The average income, consistently above the national average, reflects the rewarding nature of the professional landscape across the county.

### Lifestyle: Where Tradition Meets Modernity

Cambridgeshire and Peterborough offer a rich tapestry of cultural experiences, picturesque landscapes, and recreational activities. Immerse yourself in the world-renowned Universities of Cambridge, where centuries of academic excellence unfold against the backdrop of iconic spires and cobblestone streets.

Explore the serenity of the Fens, where nature beckons with its tranquil waterways and lush green expanses. From vibrant market towns to the historic Peterborough Cathedral, each corner of the county resonates with a sense of community and heritage.

### Communities: Where Diversity Flourishes

According to the latest census data, the region exhibits not only economic prosperity but also a rich mosaic of ethnicities and cultures. The population growth, outpacing the national average, underscores the attractiveness of this region. In Peterborough, for instance, the census reveals a population with roots in over 100 different countries, contributing to a dynamic cultural landscape.

Whether you're drawn to the cosmopolitan vibrancy of Cambridge or the welcoming warmth of smaller, rural towns, it's about being part of a dynamic, forward-thinking community that values progress, heritage, and the shared tapestry of diverse lives.







# Our Vision

**Our vision** is for safe communities where there are no preventable deaths or injuries from fire or other emergencies. Put simply, this means we will strive to reduce risk and save lives.



To succeed in this, we need to achieve **community safety** and **operational excellence** in the most cost-effective way, putting **people** at the centre of everything we do.

 <b>People</b>	 <b>Community Safety Excellence</b>
We have a culture that embodies our values and expected behaviours.	We understand and target the risk in our communities.
We listen and engage with our people, communities and our partners to improve what we do.	We are inclusive in our approach and tailor our services to meet the needs of our diverse communities.
We develop our people and encourage them to reach their potential.	We work with partner agencies in a targeted, proactive and effective manner and are perceived as a key contributor to community safety.
We continually improve the service we deliver.	We have a high level of success in our community safety activities and evaluate our impact.
 <b>Operational Excellence</b>	 <b>Value for Money</b>
We have competent, confident and skilled people.	We actively seek collaborations.
We have the right skills, equipment and resources in the right places.	We evaluate the impact of working practices to strive for efficiency, effectiveness and sustainability.
We have a learning culture looking to continually improve what we do and how we do it.	We continuously monitor how we are performing, sharing what we do and taking best practice from others.



# Our Values and Behaviours



 Welcoming	 Respectful	 Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.





We are committed to creating a workplace where everyone feels welcome, respected and are treated with dignity. We recognise that the work involved in improving culture is a continuous journey, however the results from our 2022 employee engagement survey confirmed our belief that CFRS has a good culture.

We know we cannot be complacent though; the HMICFRS Culture Spotlight report and other events in the media show us that it is essential this continues to be a priority.

We use engagement and culture surveys, commissioned with external organisations to ensure it is unbiased, to help us understand how our people feel about working for the Service. We measure our culture through these surveys and other listening channels and metrics.

Our recent survey showed that we had improved employee engagement and that colleagues were proud to work for CFRS. It also showed us further areas that we could improve on, for example improving our system for recording training, facilitating more opportunities for colleagues across different areas of the Service to engage with each other and showing greater transparency with recruitment processes.

We will look at these, along with the recommendations from HMICFRS and NFCC, to continue to maintain and improve our positive and inclusive organisational culture - which are all essential elements of the Area Commanders role.





# How to Apply



Thank you for your interest in this vacancy.

Please ensure you have read all documents within this pack to provide you with a good understanding of the role and the Service.

To apply for this opportunity please complete this [EDI Form](#) and send your CV and Covering Letter, detailing your suitability for the role in line with the person specification, to [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)

In the meantime, if you have any queries, please do not hesitate to contact Recruitment on 01480 444500 or [recruitment@cambsfire.gov.uk](mailto:recruitment@cambsfire.gov.uk)



**CAMBRIDGESHIRE**  
**FIRE & RESCUE SERVICE**

*Working together to improve community safety*