



## **THE ROLE**

### **Strategic Exercise Officer**

<b>Department:</b>	<b>Emergency Preparedness and Resilience</b>
<b>Role Code:</b>	<b>ESPA11</b>
<b>Grade/Role:</b>	<b>Station Manager</b>
<b>Responsible to:</b>	<b>Group Manager Emergency Preparedness and Resilience</b>
<b>Responsible for:</b>	<b>No line management responsibility</b>
<b>Date</b>	<b>November 2024</b>

### **Job Purpose:**

To protect and save life, property and the environment by delivering exercises, testing service strategically identified risks in the form of:

- Major incident exercises
- Live play exercises
- Tabletop exercises
- Cross border exercises
- Multi-agency exercises
- Any other type of exercise as required by the service to meet strategic aims

### **Main Duties and Responsibilities:**

1. Responsible for maintaining up to date knowledge around recommendations arising from internal teams particularly Risk and Assurance, external partners, including national operational learning and ERF, and creating exercises to address these.
2. Testing service strategically identified risks by arranging and delivering exercises as approved and directed by the Service Leadership Team and / or the Group Manager for Emergency Preparedness and Resilience.
3. Engage, partner with and influence internal and external colleagues to ensure that there is a shared understanding of the critical nature of the deliverables within the role to create engagement.
4. Responsible for co-ordinating the delivery of exercises based on strategic objectives by working with internal and external partners, including Commands, to ensure adequate, suitable resources are in place.

## Role Profile

5. Maintain auditable records of attendance at exercises, and roles undertaken by appliances and officers and sharing this information to support consistent attendance by personnel and stations.
6. Support Commands to ensure the exercising of Tactical Fire Plans are recorded on the service approved recording system and monitor for compliance.
7. Attend exercise and incident debriefing, playing an active role in embedding learning into the service.
8. To support Incident Command Verification and contribute to the interaction between the training team and the EP&R team with the view to maximize learning throughout the organization.
9. To provide operations expertise, experience and knowledge to effectively develop and review department guidance, policy and strategy, and play a key role within the consultation process to support this.
10. To make recommendations for the Department and Service plan / strategic direction.
11. To engage with internal and external stakeholders including other Fire and Rescue Service and other emergency services, including inviting to cross-border and multi-agency exercises and seeking opportunities for ECFRS to attend the exercises of other agencies.
12. Manage and develop self and others to improve personal and team performance and deliver objectives.
13. Manage the efficient and effective use of resources to support activities and to achieve departmental and ECFRS objectives.
14. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.