

# Job Description and Person Specification

**Role:** Community Safety – Protect, Prepare and Resilience Lead



# Job Description

<b>Job Title</b>	Community Safety – Protect, Prepare and Resilience Lead
<b>Grade</b>	GR8
<b>Service</b>	Regulatory Services
<b>Reports to</b>	Head of Community Safety
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	<b>A6170</b>



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our Priorities** – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, and tackling the causes and consequences of climate change.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

To lead the Council's Protect, Prepare and Resilience (PPR) duties. Actively contributing to and supervising the Council's performance and work programme in these agendas, providing support to the service areas, monitoring and reporting as required.

The role involves developing and implementing policies, plans and procedures to ensure the council is prepared for and can respond to any major Incident or emergency that may affect the city and its residents.

This is a high profile role within the local authority, responsible for the coordination, delivery and communication of all aspects of the local authority's Protect, Prepare and Resilience work. The Lead will provide day to day leadership, management and delivery of PPR across the Council and its statutory and non-statutory partnerships. The post holder will need to be politically astute and possess a strong understanding of the wider political landscape. The post holder will have excellent communication and influencing skills and will be expected to represent the Council at various internal and external meetings, as well as to provide progress updates to senior council officers, elected members and others as required.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Coordinate all PPR activity on behalf of the local authority. Promote the PPR strategy across both statutory and non-statutory partners, keeping up to date with changes and guidance issued by OSCT.
2. Develop, maintain and drive the delivery of a PPR Plan in cooperation with relevant statutory partners. The plan will have clear priorities, actions, deliverables, timelines and owners. The Delivery Plan will be reviewed quarterly at board level.
3. Ensure strong governance arrangements are in place to oversee and direct PPR work locally. This should be in the form of the Coventry Protect, Prepare and Resilience Group or equivalent and should be chaired by the post holder.
4. Work with the police and other relevant statutory partners (emergency services, NHS, transport services) to maintain an up to date threat picture and analysis of the nature and extent of terrorism activity against which the PPR Plan will deliver. Ensure that senior leaders within the council have a clear understanding of the current local threat picture, along with all relevant statutory partners with responsibility for delivering PPR objectives.
5. Work with local communities, including businesses, voluntary and community organisations and faith organisations, to strengthen their

understanding of PPR work and their capacity to put in place plans.

6. Develop and maintain effective working relationships with the full range of PPR partners, including: police, Prevent institutions officers, regional resilience team and all other relevant statutory partners involved in delivering PPR. Ensure that any blockages to delivering PPR are escalated and resolved as quickly as possible, securing senior level support if necessary.

7. Identify individuals and groups requiring CT training.

9. Work with venues to support them to develop policies and procedures in place for the management of speaker events, and work with partners.

10. Run and oversee projects that respond to the local threat, in conjunction with Coventry and Warwickshire Resilience Team. Provide quarterly reports on their progress against outcomes to the PPR Board.

11. Maintain a good relationship with the Coventry and Warwickshire Resilience Team and West Midlands Counter Terrorism Unit . This will involve informing them of any local or national issues that impact on successful PPR delivery. Support OSCT when requested, in arranging Ministerial or senior official visits and briefings.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Home Office/Ministerial Depts West Midlands CTU The National Counter Terrorism Security Office Coventry and Warwickshire Resilience Group	Coventry Community Safety Partnership Prevent Delivery Board Snr Cllrs and Managers Safeguarding Boards

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

<b>Staff managed by postholder: None</b>
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## Person specification

<b>Job Evaluation Code</b>	<b>A6170</b>
<b>Knowledge</b>	
Possess excellent knowledge of the government's CT strategy, and of other policies and legislation relevant to the post.	
Thorough knowledge of the local area, local communities, and institutions.	
A strategic understanding of what constitutes as Protect, Prepare and Resilience	
Thorough understanding of the role and responsibilities of the local authority, other statutory bodies and the community and voluntary sector in relation to delivering PPR.	
Demonstrate a high level of political awareness and have experience of working with local elected members.	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Ability to sell ideas and concepts with the ability to articulate shared vision across a range of stakeholders and to negotiate effectively to achieve successful outcomes.</li> </ul>	
Skilled in providing creative solutions to problems and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non standard approaches.	
Business planning skills with ability to identify and assess risks, manage change and make long term plans which impacts on the whole service or the wider Council	
The ability to demonstrate good written and oral communication skills at all levels, including the ability to produce clear and concise reports.	
Ability to exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community.	
Ability to use IT programs e.g. Microsoft Office applications including Word, Excel and PowerPoint.	
<b>Experience</b>	
Demonstrable experience in using own initiative.	
Significant experience of collaborative working with other agencies and services e.g. CTU, Voluntary sector, faith groups and community organisations to deliver a responsive and coordinated service.	
Evidence a high level of political awareness at both local and national level.	

Experience of budget management and successful funding applications.
<b>Qualifications</b>
Degree or equivalent level qualification
GCSE Pass or equivalent at grades A-C in English Language and Maths
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974. Appointment as a the PPR Lead is subject to satisfactory DBS Enhanced Check and obtaining HM Government Security Check (SC) clearance. This determines that a person's character and personal circumstances are such that they can be trusted to work in a position which may involve access to 'Secret' information.

<b>Date Created</b>	03/09/2024	<b>Date Reviewed</b>	April 2026
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