**JOB PROFILE**

<table>
<thead>
<tr>
<th><strong>JOB TITLE:</strong></th>
<th>National Resilience Assurance Team Capability Advisor</th>
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</thead>
<tbody>
<tr>
<td><strong>SALARY GRADE:</strong></td>
<td>Group Manager B plus flexi allowance</td>
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<td><strong>TEAM:</strong></td>
<td>USAR Capability</td>
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<tr>
<td><strong>LOCATION OF WORK:</strong></td>
<td>Agreed base of work depending on host FRS</td>
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<tr>
<td><strong>DIRECTLY RESPONSIBLE TO:</strong></td>
<td>NRAT Lead Officer</td>
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**JOB SUMMARY**

In accordance with the agreement between the National Resilience Lead Authority and the Home Office, support the delivery of assurance, maintenance and coordination of the National Resilience Urban Search and Rescue (USAR) capability assets and resources.

Undertake the Duty Officer role and provide operational cover in accordance with the NRAT duty system.

Operate in support of the National Coordination and Advisory Framework (NCAF).

**MAIN DUTIES / RESPONSIBILITIES**

- To provide support and advice to the NFCC USAR Capability Lead.
- To act as the FRS focal point for National Resilience for a range of governmental/non-governmental stakeholders with a particular emphasis on USAR.
- To manage, direct and review the work of the USAR Capability Team.
- To lead on the development and delivery of the Capability annual business plan.
- To contribute to the development and delivery of the National Resilience functional plan.
- To deliver the annual Capability assurance report to the Home Office.
- To deliver updates and reports to the NRAT Lead Officer, the National Resilience Board and other fora as required.
- To plan, chair and lead the USAR national user group meeting and represent the capability and wider NR team by contributing and attending meetings, seminars and conferences.
- To provide capability updates to the strategic lead as required and via the USAR national working group.
- To coordinate the NR response to requests for assistance through the NCAF arrangements as an NRAT Duty Officer.
- Attend significant, serious or catastrophic incidents/exercises in support of NCAF providing tactical support
- To coordinate the USAR asset response to requests for assistance for National Mutual Aid
- To undertake the production of reports to a series of key stakeholders, including NFCC coordinating committees, National Resilience Board, FRS sector and Home Office
- To manage capability budgets and procurement utilising on line systems
- To adhere to Lead Authority policies and procedures where applicable to the role and management of the capability
- Actively lead and contribute to the capability asset refresh process
- Represent NR at meetings, seminars, conferences etc as directed by the NR Lead Officer and/or NFCC USAR capability lead

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**WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES**

It is essential that all employees of Merseyside Fire & Rescue service both operational and non operational are committed to, encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

**Responsibility**
Being self-disciplined, taking ownership of and problems, making things happen, trying to make a difference.

**Social Empathy**
Being interested in people, displaying empathy, embracing diversity, community focused.

**Constructive Challenge**
Being willing to challenge but not obstructively, commitment to improvement.

**Mutuality**
Identifying with team, organisation and community, displaying team commitment, willing to stand up against peer pressure when appropriate, acknowledging other’s right to differing opinions.

**Pragmatism**
Aspiring to excellence whilst being realistic in expectations, being practical and solution focused.

**Openness to Experience**
Receptive to learning opportunities and personal development, seeking out new experiences, interested in people and situations that are less familiar, taking a broad view on things, seizing opportunities.
CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority’s data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered , however that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

Date job profile prepared / revised: June 29th 2020
Prepared / revised by: AM Kevin Longshaw