

Job Description

Position Details

Position:	Multi-Agency Project Support Officer
Directorate:	Corporate Services
Service:	Civil Contingencies
Position no:	BG18098
Grade:	5
Hours of work:	37
Work style:	Agile Worker - Remote / Office based in Ebbw Vale / other offices in the Gwent region
DBS required:	Standard Disclosure
Contact:	Deanne Griffiths - Deanne.griffiths@blaenau-gwent.gov.uk
Date:	May 2025

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: Civil Contingencies Manager – Blaenau Gwent and Torfaen

Responsible for: Providing project support to the Gwent Local Resilience Forum in the delivery of the multi-agency work programme including supporting the development of Local resilience Forum response plans, supporting training and exercise events, and assisting with the delivery of community resilience activities.

Principal Accountabilities

1. Support the delivery of the Local Resilience Forum (LRF) work programme.
2. Work with partner organisations within the LRF in development of multi-agency arrangements, supporting the research, preparation and development of LRF emergency plans, policies and procedures.
3. Support planning, coordination and administration of LRF training events, exercises and the lessons management process.
4. Capture outputs from incident and exercise debriefs, and draft subsequent reports.
5. Identify and promote community resilience activities within the various workstreams.
6. Assist with the organisation and delivery of community resilience activities.
7. Engage and communicate with a wide range of partners.
8. Provide support to the Local Resilience Forum Coordinator as required

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Hold a relevant qualification at HNC / HND level or equivalent	Essential	A
Hold a relevant qualification at degree level or equivalent	Desirable	A
Hold a relevant qualification in emergency management	Desirable	A
Experience		
Experience of multi-agency partnership working	Desirable	A, I
Experience in the preparation of plans/reports/formal documents	Essential	A
Experience in the preparation and delivery of training and presentations	Desirable	A
Experience of -project work in emergency planning, business continuity management or a related field. -planning and preparation of emergency response arrangements	Essential	A, I
Knowledge / Skills		
Understanding of the Civil Contingencies Act 2004	Essential	A, I
Presentation skills	Desirable	A
Excellent IT skills including Microsoft office and GIS	Essential	A
Able to write clear and concise reports.	Essential	A
Understanding of risk management and its application in an emergency management context	Desirable	A
Personal Attributes		
Excellent interpersonal skills with the ability to communicate with a range of audiences	Essential	A, I, PP
Ability to work on own initiative and within a multi-agency team	Essential	A, I, PP
Ability to adapt workloads and priorities at short notice	Essential	A, PP
Problem solving skills	Essential	A, PP
Good analytical skills	Essential	A, PP
High level of organisational skills	Essential	A, PP
Good team worker	Essential	A, PP
Special Working Conditions / Requirements		
Current driving licence and access to a car for work purposes	Essential	A
Commitment to continuous professional development	Essential	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	A, PP
Involves line manager / colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	A, PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	A, PP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	A, I, PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	I, PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

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