

Job title	SSR Specialist		
Job family	Safety, Security and Resilience	Proposed band	D

Job purpose
Provides a specialist advisory service to the BBC workforce, which involves providing guidance, training, information, management of data and executes process delivery, often of a specialist nature. The role can work independently to resolve complex queries, but will work collaboratively as part of a wider specialist team to manage more complex issues and projects.

Key responsibilities and accountabilities
<ul style="list-style-type: none"> • Provides guidance, training, information, manages data and executes process delivery, often of a specialist nature • Advises the workforce based on information received and knowledge of policy and process; understands issues and problems and manages them accordingly • Collaborates with wider specialist teams to manage and deliver more complex specialist projects and deliverables • Represents the team at meetings, providing mentoring and taking the lead on specific issues/topics/projects or incidents as required. • Encourages the continuous improvement to specialism by pro-active engagement with, and coaching of, employees and junior roles with SSR team. • Keeps abreast of legal updates and undertakes CPD activities to maintain knowledge required for role or professional membership

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> • <i>Relevant specialist diploma or equivalent (I.e. NEBOSH, IOSH) and professional institute membership (e.g. CIOSH, CIEH)</i> • In-Depth knowledge of relevant legislation, codes of Practice, guidance and operating procedures across own discipline within SSR • Proven experience of personal involvement in the management of specialism within diverse organisation • Sufficient breadth of specialist knowledge in the specialist subject/discipline to advise on specialist subject, risk management and legalisation. • Ability to analyse or/and investigate and contextualise complex issues, identify key points to be addressed and develop effective, practical and simple plans to resolve problems • Effective interpersonal and communication skills (verbal and written), including the ability to present clear and concise professional communications to a range of audiences within the BBC, and to external agencies as necessary

Job impact

JOB DESCRIPTION



Financial: No budgetary responsibility

Reports: Limited line management/supervision of professional and junior employees

Other:N/A

Other information	
For Reward team use only	
Job Code	
Definition:	

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

JOB DESCRIPTION



There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	Quality, Risk & Assurance (QRA)
Reports to (title)	Head of Safety, Security & Resilience (SSR)
Location base	London - with occasional travel overseas

Organisation structure

This role sits within our QRA division, focusing on Safety, Security and Resilience.

Based in London, you will work in a small team delivering specialist security, safety and risk management advice and recommendations to BBC divisional heads, senior managers, producers and staff across a number of departments.

Additional job specific responsibilities and accountabilities

You will attend a wide variety of meetings and build relationships across the BBC delivering both security and safety advice, also determining security policy in both daily routine and during crisis.

You will ensure that staff (and others for whom the BBC has a duty of care), buildings, assets and information overseas are appropriately and reasonably protected from a wide range of threats including (but not exclusive to) terrorism, war, crime and natural disaster.

Please note that this IS NOT a Close Protection type role.

You will have a primary divisional focus as directed by Head of High Risk and News Safety.

Additional role responsibilities include:

- Provide specialist support and advice for BBC high risk activities and/or operational deployments in hostile environments. This will include threat analysis and risk assessment, safety equipment support and operational logistics.
- Provide production safety advice as required.
- Support to operational crisis management at all levels, deputising for High Risk and News Safety management as necessary.
- Initiate and manage information and threat warnings to BBC staff in UK and abroad, potentially within compressed timelines.
- Provide out of hours high risk advice and support, as dictated by the High Risk and News Safety Team on-call roster, to all customers as required.
- Support the development of security policies, guidelines, standard operating procedures and risk assessment documentation as necessary.
- Contribute to periodic reviews of threat classifications.
- Liaise with national and international governments, military and intelligence agencies as directed.
- Carry out other planning duties (e.g. detailed studies into specific safety and security threats, making recommendations for suitable hazard mitigation and control strategies).
- Travel overseas, as necessary, to support the safe delivery of BBC activities.
- Be prepared to conduct protective security inspections and assessments for BBC staff and property overseas, including hostile environments including the drafting of clear written reports with recommendations and mitigations.

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- As directed, lead or assist in the investigation of accidents or safety related incidents in UK and abroad, undertaking close liaison with UK and international government agencies and related authorities as necessary and potentially for extended periods.
- Debrief deployed safety advisors and staff on return from hostile environments, on specific incidents such as fatalities, injuries and near misses.
- Be prepared to assist in monitoring BBC high risk training courses, including HEFAT Basic, HEFAT Refresher, HEFAT Overseas and Public Order.
- Be prepared to advise on the procurement of new specialist safety/security equipment, including equipment on the open market, meeting with providers and ensuring all equipment purchased is up to the specifications required by the BBC.
- Develop effective professional relationships and contacts with colleagues, peers and external professionals across a wide range of governmental and non-governmental organisations, media and others who are operating in hostile environments.
- Manage relationships, as directed, with external commercial suppliers (intelligence, security support, specialist support), ensuring that such relationships do not compromise the BBC brand.
- Be prepared to represent the BBC and High Risk and News Safety Team at external conferences, events, at internal events and across internal communications.

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	