Title: Joint Organisational Learning (JOL) Coordinator – Job Description

Salary: Circa 35k

Base: Home organisation or Home working with a requirement for frequent travel

Reports to: Deputy Senior Responsible Officer (DSRO) JESIP.

Description: To provide the secretariat for the Joint Organisational Learning Working Group (JOLWG) and management of the JOL Online national database.

Key objectives and responsibilities will include:
- To maintain the national database of Joint Organisational Learning Single Points of Contact (JOL SPoC)
- To oversee and maintain the JOL Online database, in collaboration with software developers, JESIP, Organisational Points of Contact (OPoC) and the JOLWG
- To work with responder agencies to promote the use of the JOL Online across organisations as the single national model for Joint Organisational Learning.
- Coordinate and support the seamless sharing of lessons and notable practice across emergency services single sector lessons systems and JOL Online.
- To support the production of newsletters for lessons identified and notable practice in collaboration with key stakeholders
- Provide analysis and moderation of JOL inputs, including:
  - Initial impact rating of lessons identified
  - Identification of trends
  - Identifying required actions and assigning appropriate OPoC owners
  - Producing updates for JOLWG on lessons activity and progress
  - Maintain the JOL assessment tracking spreadsheet
  - Producing JOL Action Notes in conjunction with JESIP and OPoC's for the Interoperability Board
- Provide follow up communications with organisations to ensure lessons identified and notable practice are submitted onto JOL Online from debriefs following incidents, exercises or training events.
- Support the development of recommendations from JOL inputs with appropriate organisations.
- Produce monthly reports highlighting JOL Online activity to include:
  - Lessons identified – received and published
  - Notable practice – received and published
  - Identified trends
  - Feedback for ongoing systems development
  - Compliance with JOL Action Notes
- Coordinate and attend quarterly JOLWG assessment workshops.
- Administrate JOL Online through back office functionality making changes where appropriate and maintain a record of all changes for audit purposes.
- Prepare JOLWG reports for Interoperability Board.
- Attend Interoperability Board meetings on request

- Liaise with devolved administrations to encourage adoption of JOL Online across borders and share notable practice.
- Any other activities commensurate with the role determined by the JESIP DSRO

	ESSENTIAL	Desirable	EVIDENCE
QUALIFICATIONS AND TRAINING *(Level of education, specific qualifications, specialised training, training requirements for the job)*	NVQ Level 3 or equivalent	A recognised project or programme management qualification such as PRINCE2, MSP, APMP	Application Form Certificates
EXPERIENCE (Length, type and level of work related experience)	A minimum of 5 years experience work within a multi agency environment. Demonstrable experience of working within project teams and delivering to deadlines Demonstrable experience of performing analytical tasks and presenting the findings into quality reports appropriate for the audience. Previous experience of developing and delivering presentations. Experience of managing relationships with key stakeholders and an ability to influence and work openly.	Previous experience of delivering regional/national initiatives or working on a regional/national team. Experience of working in a Multi agency environment	Application Form Interview Reference
SKILLS/KNOWLEDGE (Range and level of skills, depth of knowledge required for the job)	Knowledge of Joint Emergency Services Interoperability Principles (JESIP). Demonstrable knowledge of the JESIP Joint Organisational Learning – JOL Online system A user and knowledge of ResilienceDirect Knowledge of the emergency services single sector lessons processes. Microsoft Office (Outlook, Word, Excel, and PowerPoint). Use of Web based systems.	Website editing	Application Form Interview Reference
APTITUDES AND ATTRIBUTES *(Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)*	Flexible approach to work, including location and what is asked of them. Strong team player who is flexible and willing to adapt to shifting priorities within the role. Conscientious with an eye for detail Excellent communication skills, written and verbal. Self-starter with the ability to prioritise workload. Ability to draft reports to a high standard and submit them in a timely manner		Application Form Interview Reference