

Post Title: Business Continuity and Risk Officer (CC549)

Evaluation: 518 Points **Grade: N7**

Responsible to: Lead Specialist Business Continuity, Risk and Resilience

Job Purpose: To provide support, advice and guidance to managers on business continuity, emergency planning, incident response and operational risk assessment across the People Directorate and Schools.

Main Duties: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To ensure that the People Directorate and Schools prepare for, respond to and recover from emergencies and critical incidents by delivering specialist support on the management and monitoring of risk, resilience and business continuity, including the implementation of relevant national and local policies and initiatives.
2. To assist the Director for People, Assistant Directors, Service Managers of the People Directorate or Head Teachers during and directly following incidents ensuring that statutory responsibilities are discharged.
3. Assuming a co-ordination role in incidents as part of shared 'on call' rota which will require work outside normal working hours.
4. Co-ordinate a range of activities relating to risk, resilience and business continuity including awareness-raising, training, running exercises, and providing advice, guidance and support to managers and schools in these areas.
5. Fulfil the People Directorate's obligations and contribute to corporate ones under the Civil Contingencies Act 2004 and other statutory duties, providing out-of-hours support on a rota basis.
6. To assess Resilience and Business Continuity risks within the Directorate and those affecting the Directorate from within and outside Newcastle City Council, so the People Directorate can effectively plan for, respond to and recover from incidents and is able to address the needs of affected stakeholders.

7. To liaise with corporate colleagues to respond to and mitigate risk, review procedures and raise the profile of any People Directorate issues.
8. Support the Lead Specialist of Business Continuity, Risk and Resilience to mitigate risk and improve processes across the People Directorate, working with Directorate and Corporate managers ensuring compliance with corporate risk frameworks, audit and assurance.
9. To be deployed to provide specialist support to Corporate (strategic), Directorate (tactical) and Division/Service or School (operational) management teams during the response to and the aftermath of emergencies. This will involve out of hours work and mobility of location as determined by the on-going incident.
10. Provide performance information and contribute to the development of policies and practices as requested by the Lead Specialist Business Continuity, Risk and Resilience.
11. To be responsible for the procurement of goods and services and manage allocated budgets related to the business and tracking payment in accordance with the Council's financial systems.
12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.