

**Division:** Regulatory Services and Public Protection

**Post Title:** Resilience Planning and Continuity Officer NN315

**Evaluation:** 549 Points **Grade: N8**

**Responsible to:** Head of Resilience Planning

**Responsible for:** N/A

**Job Purpose:** Assist the Resilience Planning Manager in ensuring that the City Council meets its requirements as a Category One responder under the Civil Contingencies Act 2004 and has a suitable Business Continuity Management System in place to enable the organisation to continue to function in the event of an incident.

**Main Duties:** The following is typical of the duties the postholder 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 take the lead in areas of business continuity and resilience activities as allocated within team planning.
- 2 Work with colleagues across the organisation to raise awareness of the organisation's duties under the Civil Contingencies Act and promote and embed the value of business continuity both internally and externally.
- 3 Develop and maintain multi-agency partnerships.
- 4 Assess the resilience risks within Newcastle so that the organisation can effectively respond to and recover from incidents and is able to address the ongoing needs of affected individuals and communities.
- 5 Develop and deliver appropriate exercises and training to train colleagues and to validate Business Continuity Plans or emergency arrangements.
- 6 Help communities understand the role of responders by raising their awareness of risk, the potential impact of risks and existing resilience arrangements.
- 7 To be deployed as appropriate in the event of an incident, for example to assist with the response by providing support to Strategic/ Tactical Managers in a multi-agency command setting or assisting/advising the Major Incident Duty Officer.

- 8 To be responsible for the procurement of goods and services related to the business and tracking payment in accordance with the Council's financial systems.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.