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| **Job Description** |
| **Post title** | Resilience & Emergency Planning Officer |
| **JE Reference No** | N11066 |
| **Grade** | 10 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** |  Partnerships & Community Development – Executive Support |
| **Reporting to** | Strategic Manager – Executive Support |
| **Location** | Your normal place of work will be Green Lane Offices, Spennymoor but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To provide a civil contingencies service to Durham County Council and organisations with which Durham County Council has Service Level Agreements. Play a pivotal role in planning for, protecting and maintaining public safety. Work as part of a team to anticipate and respond to risks and threats to public safety, such as acts of terrorism, natural disasters, epidemics and major industrial accidents. Work in close partnership with multi-agency partners within the County Durham and Darlington Local Resilience Forum (LRF), and also sometimes regionally and nationally. Work with communities, businesses, schools, housing providers and other organisations to develop and implement community and business continuity resilience.

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| **Duties and responsibilities** |

* Develop and maintain Business Continuity Management Systems, including the periodic review, testing and exercising of business continuity plans and business impact analyses in line with the ISO standard.
* Develop and maintain Emergency Planning arrangements (preparedness, response and recovery), including the periodic review, testing and exercising of plans in line with the duties contained in the Civil Contingencies Act and in response to potential risks. Examples of these could include outbreaks of disease, technical failure of electricity networks, major gas leaks and severe weather conditions. This can include the handling, consideration and management of restricted and sensitive information, which may require necessary security clearances.
* To discuss and reach agreement with emergency services’ officers and other partner organisations as stipulated by relevant legislation in compiling plans to protect individuals, the community at large, and the environment from the effects of major emergencies.
* To develop and maintain multi-agency plans on behalf of the LRF, including the training of staff and the exercising and review of those plans.
* To participate in, contribute towards and sometimes lead the work of LRF task and finish groups, standing groups and incident response operational groups.
* To deputise for the Strategic Manager – Executive Support and other senior managers as required, in attending multi-agency resilience groups and LRF meetings.
* To negotiate and reach agreement with senior local authority and other agencies’ personnel over key issues relating to resilience and security.
* To provide specialist advice, direction and civil contingencies expertise on a day-to-day basis to Corporate Management Team and Service Management Teams; elected Members; external organisations and the community, including advice on resilience, flood risk, security issues, the planning and management of major events and commemorations.
* To specialise in and lead on resilience related subjects where the local authority has a statutory responsibility and ensure that such statutory duties are complied with e.g. COMAH, reservoirs, pipelines, death management, business continuity and community resilience etc.
* To develop and maintain statutory plans, liaising with site owners/operators and emergency services, including the periodic exercising and review of those plans in line with statutory requirements.
* To advise and participate in discharging wider non statutory obligations (Heat wave, Severe Weather and Fuel Shortages) and to help ensure that robust and effective arrangements are in place.
* To promote and deliver community resilience by actively engaging with local communities and assisting in the development of community resilience plans and to support local communities in their response to emergencies.
* To deliver youth engagement and education sessions that promote and advise on personal and community resilience.
* To liaise and engage with national, sub-national and local government to communicate civil resilience within the community.
* To manage and participate in a ‘24/7 365’ call-out rota for responding to incidents requiring a local authority response. This activity involves acting as the single point of contact in the local authority for emergency services and where appropriate attending incident scenes to act as an initial Local Authority Site Liaison Officer (LASLO) for both DCC and DBC.
* To be flexible and adaptable to assist/attend an incident response even when not officially rostered to the 24 hour call out rota.
* When on call, to advise and support the EMT on call and or the responding tactical and strategic officers within both Durham and Darlington local authorities.
* When on call, to manage and deploy emergency rest centre managers including undertaking dynamic risk assessments and obtaining and acting upon information on vulnerable people potentially affected by an incident/evacuation.
* To provide advice and civil contingencies expertise and coordinate incident response on behalf of Durham and Darlington local authorities, including Operational, Tactical and Strategic level in line with the multi-agency Command Structures.
* To identify, co-ordinate and assist appropriate local authority and multi-agency officers/ resources to be involved in incident response and maintain on-going liaison with them.
* To share essential information and assist responding agencies and the public as a means of enhancing community resilience and recovery in the event of any type of emergency or business interruption.
* To facilitate, and where necessary co-ordinate mutual aid requirements on a local/regional and national basis.
* To facilitate and participate in incident debriefs and reviews including the preparation and presentation of de-brief reports.
* To negotiate income generation opportunities and provide consultancy services to commercial clients including housing providers and schools, on a range of resilience and business planning services.

* To prepare and present strategic reports required by the local authority; government agencies or established multi-agency groups.
* To represent local authorities, regional and national bodies in respect of the Civil Contingencies Act (2004), COMAH Regulations (2015), the Reservoirs Act (1975) and Flood an Water Management Act 2010 etc.
* To commit to undertake personal training and development to maintain up-to-date knowledge of relevant legislation, protocols and emergency planning tools to support an effective service.
* To lead on the development and management of corporate Business Continuity Management systems, including strategies, policy, plans, regulations, procedures and guidance to improve business resilience across both local authorities.
* To advise and support all council service groupings and teams on business continuity policy, regulations, procedures and guidance to develop and improve business resilience.
* To promote business continuity and resilience to local businesses.
* To maintain contact directories, rotas, website and sharepoint content and information on Resilience Direct for Durham and Darlington local authorities.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to degree level or equivalent in a related subject

and/or * Relevant experience in the field of emergency management or business continuity.
 | * Training Qualification
* Membership of the Emergency Planning Society
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| Experience | * Experience in preparing detailed written emergency plans.
* Experience in delivering and preparing training events.
* Experienced in the preparation and delivery of tests and exercises to validate emergency and business continuity plans.
 | * Experience of Leading the work of a consultative group
* Experience of working in response to an emergency
* Experience of project management and bringing projects to successful completion
* Experience of working in an emergency control centre
* Experience of multi-agency working
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| Skills & Knowledge | * Excellent verbal and written communication and interpersonal skills
* Analytical, planning and project management skills
* IT literate with ability to use MS Office software.
* Ability to prioritise workload
* Able to work under pressure and to deadlines
* Ability to work on own using initiative and as part of a team
 | * An understanding of Local Government
* A knowledge of the legislation and regulations affecting emergency planning
* A knowledge of emergency planning websites, portals and planning tools
* Problem solving skills
* Presentation Skills
* Ability to manage several projects simultaneously
* Ability to identify, seek and secure and realise commercial opportunities for the benefit of the community and the council
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| Personal Qualities | * Personal resilience and ability to cope with stressful situations
* Able to participate in a 24 hour call out rota.
* Will be required to work outside of normal office hours.
* Willingness and preparedness to be flexible and adaptable to assist with incident response when not on call, if required
* Able to attend short residential training courses where required
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
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