

Job Description and Person Specification

Job details

Job title: Emergency Planning Team Leader

Grade: NNC Band 08

Reports to: Head of Emergency Planning

Responsible for: Emergency Planning Officers, Assistant Resilience Officers

Directorate and Service area: Emergency Planning, Regulatory Services

Purpose of the job

The Emergency Planning Team Leader role supports the Head of Emergency Planning in the management and supervision of a small team improve the resilience and preparedness of North Northamptonshire. They have a leading role in the planning and delivery of a coordinated programme of work to ensure that multi-agency contingency plans and arrangements are developed and agreed. It is part of their role to ensure that plans are fit for purpose and the various elements of emergency planning activity integrate effectively.

The EP Team Leader is part of a duty officer system and provides the initial point of contact for the emergency services for Northamptonshire and is expected to mobilise and coordinate appropriate response arrangements. As an incident progresses, they will provide expert advice to decision makers and work to find solutions to complex problems.

Principal responsibilities

1. Supervise, develop and line manage a small team of Emergency Planning Officers to deliver a programme of emergency and contingency planning activity. Routinely offering appropriate advice, guidance, and mentoring support to less experienced members of staff.
2. Design, develop, embed, maintain, and improve resilient systems, plans and procedures, to support the effective mobilisation and management of emergency response and recovery activities including those relating to Business Continuity.
3. Plan, facilitate, promote, and support multi-agency programmes of activity to enhance preparedness and resilience across Northamptonshire working where possible to meet or exceed the appropriate standards and relevant good practice guidelines.
4. Lead delivery of allocated projects, including complex multi-agency projects, taking responsibility for all allocated aspects of project management including management of the allocated project budget(s).
5. Research, collate, analyse, and evaluate information including risk and financial data, in order to provide accurate assessments and make recommendations for future actions.
6. Develop practical and proportionate solutions to complex multi-agency response and recovery challenges having due regard to ensuring they can be effectively implemented when required.
7. Coordinate at a tactical level the response to a critical incident or emergency and where necessary in conjunction with the voluntary sector, utilities, other councils, and other partner

agencies, as necessary. This includes out of normal office hours and may include attending the scene of an incident.

8. Provide specialist advice to all levels of management including elected members at the time of an incident.
9. Maintain a wide range of positive professional relationships at all levels (including chief officer) with colleagues, partner agencies, volunteers, and community organisations to deliver the service to required standards and to resolve complex multi-agency issues as required.
10. Develop and embed the use of appropriate IT systems, such as ResilienceDirect, Geographic Information Systems (GIS) and social media
11. Design and deliver training courses and materials as necessary to embed resilience in Northamptonshire.
12. To be available as part of a 24/7 standby duty officer rota. Also, to be available both in and out of hours when not on standby subject to sickness, leave and reasonable demand, for emergency response.
13. To ensure that reasonable care is always taken for the health, safety and welfare of self and other persons, and to comply with policies and procedures relating to health and safety within the Council.
14. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
15. To be willing and able to obtain SC (Security Check) clearance and abide by the policy and procedures pertaining to protectively marked material and the Official Secrets Act.
16. To carry out any other duties which fall within the broad spirit, scope, and purpose of this job description.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Educated to degree level in a relevant discipline or hold a professional qualification at a similar level.	Recognised project management qualification such as Prince2 or Agile.
Experience and Knowledge	<p>Able to demonstrate excellent knowledge on the theory and application of the principles of Integrated Emergency management.</p> <p>Able to demonstrate understanding of information security and data protection.</p> <p>Substantial experience of successfully taking a leading role in the development or review of resilience and/or emergency planning arrangements.</p> <p>Substantial experience of working effectively in multi-agency environments including with voluntary and community sector organisations.</p>	<p>Able to demonstrate a wide range of in-depth knowledge in relation to UK specific risks and response capabilities.</p> <p>Able to demonstrate in depth understanding of the principles, techniques and methodologies associated with the provision of effective command support.</p> <p>Able to demonstrate experience of working in local government cultures and structures.</p> <p>Experience of full cycle experience of project management, preferably in a Civil Contingencies context.</p>
Ability and Skills	<p>Fluency in spoken English</p> <p>Excellent interpersonal and motivational skills with the ability to influence and negotiate.</p> <p>Excellent and demonstrable skills in engaging and facilitating the work of others to achieve a desired outcome, including effectively chairing meetings and workshops.</p> <p>Excellent and demonstrable skills in relation to the research, analysis, interpretation, and onward communication of a wide variety of complex information</p>	<p>Excellent information management skills, including managing secure databases.</p> <p>The ability to manage and/or work on several concurrent projects.</p> <p>Able to act independently, with some guidance from line manager.</p>

Attributes	Essential criteria	Desirable criteria
	<p>Excellent and demonstrable skills in rapidly identifying and understanding problems and developing effective, innovative, and proportionate solutions.</p> <p>Excellent and demonstrable skills in relation the development of systems and process for others to follow.</p> <p>Excellent and demonstrable skills in project / change management.</p> <p>Excellent and demonstrable skills in the use of ICT systems together with the ability to quickly learn and incorporate new systems into methods of working.</p> <p>Ability for presenting complex information to groups and in a simplified way.</p> <p>The role requires the ability to maintain composure and skill levels during the very intense periods of work associated with emergency response</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		