

## **Job Description and Person Specification**

### **Job details**

Job title: Head of Emergency Planning and Community Resilience

Grade: TBC

Reports to: Assistant Director, Regulatory Services

Responsible for: Emergency Planning and Business Continuity teams

Directorate and Service area: Regulatory Services, Place and Economy

### **Purpose of the job**

To be the lead for the council's civil protection duties and overall preparedness for civil emergency or business disruption. To hold responsibility for the Emergency Planning and Business Continuity teams to fulfil the council's duties under the Civil Contingencies Act, its associated regulations and the Pipeline Safety Regulations, the Control of Major Accident Hazards Regulations and the Radiation (Emergency Preparedness and Public Information) Regulations.

To develop and execute strategies, policies and plans to improve the council's preparedness for civil emergency and business disruption, all while complying with current and future legislation, professional guidance, national standards, national and local risk. To deliver the service efficiently and deliver value for money to ensure the best outcomes for the Council, its members, our employees, our fellow categorised responders, other partners, and those who live, work or visit North Northamptonshire.

To lead and chair strategic and tactical groups within the Northamptonshire Local Resilience Forum (LRF) and beyond so to improve preparedness among all emergency responders in Northamptonshire, not just the council. Lead a multi-agency work plan of coordinating delivery among the LRF responders. To develop the council's ability to support other partners regionally and the UK Government in the event of a widespread disaster or crisis in other parts of the UK.

### **Principal responsibilities**

1. To lead and manage the council's Emergency Planning and Business Continuity teams.
2. To lead and manage several multi-agency working groups across the Northamptonshire LRF.
3. To provide professional advice and guidance to the council, other emergency responders, and the UK Government on all Emergency Planning, Business Continuity, Civil Protection and Civil Contingencies arrangements both internally, locally and beyond.
4. To develop and implement relevant strategies for the whole council and all emergency responders in the Northamptonshire LRF.
5. To work with the senior strategic leaders of the Council, and other emergency responders to develop strategies and priorities for emergency preparedness efforts across all of Northamptonshire.
6. To deliver a comprehensive and ongoing system of Integrated Emergency Management, in order that the council can meet its obligations to the Civil Contingencies Act and its associated regulations.
7. To produce a suite of information, tools, training and templates for the development of community resilience for individuals, households and communities.
8. To convene within NNC strategic groups to implement the emergency planning and business continuity strategy of the organisation.

9. To support the Assistant Director in the creation and implementation of a program of organisational change, transformation, and continuous improvement
10. To lead on Health and Safety Management for the team within this area ensuring that all services provided are effectively managed and legally compliant in accordance with relevant legislation. Ensuring that risks are evaluated and managed, within the legal framework and the wider organisational context whilst supporting service outcomes.
11. To represent the council's interests with external stakeholders, including partners and suppliers, local and regional responders and the UK Government.
12. To direct the wider council at a tactical level during times of civil emergency.
13. To provide advice to the strategic leadership of the council during a civil emergency.
14. To achieve performance and financial targets set for the Emergency Planning and Business Continuity teams for revenue and capital targets across the medium-term financial plan.
15. To analyse and forecast regularly business and financial data to enable to robust budget management and planning, minimising financial risks and maximising efficiencies.
16. To be responsible for the management of performance of the Emergency Planning and Business Continuity teams through the implementation and monitoring of an effective performance management framework.
17. To report on the performance of the Emergency Planning and Business Continuity team internally and externally to partners.
18. To be responsible for the management of corporate risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating, and managing compliance, operating and project risks to secure the reputation of the council.
19. Lead and develop the procurement strategies for the service to secure cost-effective outcomes by:
  - Contract development, negotiations, and regular review to ensure the availability of required services and promote service improvement planning and delivery.
  - Developing partnership arrangements.
  - Develop management information with customers and contractors to manage performance and costs effectively.
  - Oversee the work of the teams, consultants and contractors and ensure that correct technical and contract management procedures are followed.
20. Lead, motivate and develop the Emergency Planning and Business Continuity teams, setting the direction for the service, creating a culture of empowerment and trust, undertaking line management duties of direct reports
21. Maintain systems to receive feedback (including complaints and suggestions).
22. To support the delivery of the council's Carbon Reduction Plan, including responsibility for identifying cost effective solutions that reduce consumption and emission of greenhouse gases and meet the council's net zero targets.

### **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	<p>Hold a relevant professional degree, diploma, or equivalent in a relevant discipline.</p> <p>Full membership of relevant professional body such as the EPS.</p>	Other relevant post-graduate qualification.
Experience and Knowledge	<p>Extensive knowledge of civil protection and emergency management arrangements in the UK.</p> <p>Substantial experience in managing an emergency planning and/or business continuity function.</p> <p>Knowledge and understanding of the dynamics and complexities of Local Government and the wider public sector.</p> <p>Good experience in strategic partnership building across multiple agencies and private enterprises.</p> <p>Demonstrable experience in building effective working relationships with senior leaders internally and externally.</p> <p>Experience in project management and contract management.</p> <p>Evidence of continual professional development.</p> <p>Substantial experience and knowledge of effecting cultural and behavioural change, developing high-performing teams, and performance improvements in service delivery</p>	

Attributes	Essential criteria	Desirable criteria
	Substantial business and service planning experience	
Ability and Skills	<p>Excellent leadership, negotiation and influencing skills, including change management and significant service delivery improvement.</p> <p>Recognition of the political environment of Local Government, demonstrating an understanding of how to approach sensitive matters.</p> <p>Excellent time management skills, with the ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches.</p> <p>Demonstrate excellent communication skills, with high level of written, oral, presentation and IT user skills.</p> <p>Ability to develop, influence and maintain good working relationships with a wide range of customers, stakeholders, and partners.</p> <p>Innovative approach to problem solving during emergencies, creating straightforward and effective strategies to minimise harm and promote good outcomes.</p> <p>Approach to achieving value for money.</p> <p>Excellent performance and financial management skills</p> <p>Ability and willingness to travel around the county, including at short notice.</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		