

Apprentice Resilience Officer

Responsible to: Emergency Planning Team Leader

Responsible for: None.

This role is a fixed-term role until 31st July 2025. There may be the opportunity for conversion to a permanent role, subject to future budgets, approvals, and performance.

This role will complete a Level 4 Associate Project Manager Apprenticeship.

Role Purpose

1. To support North Northamptonshire Council (NNC) on Emergency Planning and Business Continuity (EP & BC).
2. To assist in the preparation, delivery and implementation of emergency plans and business continuity plans.
3. To assist in ensuring the Council meets its statutory and professional duties for emergency planning and business continuity, including providing support in the event of an incident.

Principal Responsibilities

This job description reflects the major tasks to be conducted 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.

1. To support the Emergency Planning Team Leader in delivering the authority's Emergency Planning and Business Continuity duties.
2. To assist in the implementation of Government and Local Authority policy, regulations, procedures, and guidance as it affects Emergency Planning and Business Continuity.
3. Assist in the development and delivery of the EP & BC Service Plan. Ensure the service plan is kept up to date and, monitor and report on progress to the Emergency Planning Team Leader and Head of Emergency Planning and Community Resilience.
4. To develop, prepare and deliver emergency planning and business continuity training and exercises to local authority staff and other appropriate agencies. Develop online training and user guides. Plan and co-ordinate the delivery of the training programme.
5. To ensure plans, policies and contact information are kept up to date. Be responsible for the maintenance of the authority's systems and tools for managing this information.
6. To represent the Local Authorities at working parties and make presentations on emergency planning as required, across the County and LRF.
7. To successfully pass an agreed training programme, including the Associate Project Manager Apprenticeship.
8. To assist in the management and co-ordination of the Local Authority response to an emergency and to co-ordinate with other agencies, as necessary.
9. Assist in the preparation of Business Continuity arrangements to enable critical priority services to continue at times of disruption or emergency.
10. To develop and maintain an accurate and current contacts and resources database to provide valid information in emergency situations.
11. To carry out the role of loggist (training provided) as defined under the Council's emergency plan.
12. Assist in the development of promotional and publicity material for the service for both internal and external audiences.
13. To undertake research, prepare reports and presentations, for any stakeholder/appropriate agencies, events, seminars, conferences, including Committees, Elected Members and employees on emergency planning and business continuity matters.

14. To maintain knowledge of current emergency planning, business continuity and risk management legislations, policies, procedures and guidelines. To understand and comply with the Council's Policies.
15. Provide management and performance information on the emergency planning and business continuity service. Assist in the production of the annual report for the service.
16. To maintain the Emergency Centre, Alternative Incident Rooms, Incident Liaison Boxes, grab bags and other similar sites and equipment in an operational state so they are ready for use in a potential emergency.
17. To maintain confidentiality and observe data protection and freedom of information legislation.
18. To comply with all Health and Safety Policy and Legislation in the performance of the duties of the post and ensure that the policies, standards and guidelines issued by the partner Councils and other relevant bodies in respect of health and safety at work are implemented and complied with.
19. Support and keep informed of the ongoing work and priorities of the Northamptonshire Local Resilience Forum.
20. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
21. To perform any other duties which fall within the broad spirit, scope and purpose of this job description.
22. After training, the role will involve regular participation in an out-of-hours 'on call' rota to provide a response to emergencies, in line with point 8.

Person Specification

The minimum levels of qualification required for this role are:

Qualification	Subject	Criteria
Degree holder, in a relevant discipline or other similar qualification.	Directly related subject, such as: Emergency Management	Desirable

The minimum levels of knowledge, skills and experience required for this role are:

Knowledge	Criteria
Theory and application of the principles of Integrated Emergency Management.	Essential
Information Security and Data Protection	Essential
Principles and method of effective command and command support	Desirable
Good practice in the field of emergency planning and management	Desirable

Skills	Criteria
Interpersonal and motivational skills and ability to influence and negotiate.	Essential
Participating in meetings and meeting etiquette	Essential
Chairing meetings with internal and external stakeholders	Desirable
Facilitating workshops with internal and external stakeholders	Desirable
Researching, interpreting, and communicating complex information	Essential
Problem solving, decision making, and delivering effective and proportionate solutions	Essential
Developing processes and systems for others to follow	Desirable
Change management	Desirable
ICT skills. Learning new ICT systems quickly.	Essential
Information Management	Essential
Presentation and public speaking	Essential
Multi-tasking, managing multiple ongoing work streams	Essential
Remaining calm and skills under pressure, during very intense periods of activity.	Essential

Experience	Criteria
Working within local government cultures and structures.	Desirable
Full-cycle project management	Desirable
Experience of producing emergency or resilience plans or procedures	Desirable
Working within the context of a major incident or civil emergency	Desirable