**Trainee Emergency Planning Officer**

# Emergency Planning, Chief Executive’s

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: ‘to make West Northants a great place to live, work, visit and thrive’.

We truly stand by this and work hard every day to make this a reality, and at WNC it’s about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

## **Purpose and impact:**

The job exists to support the Emergency Planning Team in preparing, validating, and embedding emergency plans for the County in accordance with the Civil Contingencies Act 2004 and to ensure contingency plans are in place for the safety and protection of people living in and visiting Northamptonshire.

The role includes various tasks relating to projects and initiatives, including mapping risks, analysing data, process mapping and facilitating community events. The role will include working out of normal hours (evenings and weekends).

**Accountable to:**

This role is accountable to the Emergency Planning and Business Continuity Manager. The role sits within Customer and Corporate Services, part of the Chief Executive’s Directorate in West Northamptonshire Council.

**Responsibilities:**

1. Support the development, preparation and implementation of emergency plans and capabilities by undertaking the necessary research, process mapping and documentation. This will include problem solving, options evaluation and the creation of templates and supporting information.
2. Provide project management support in the form of business case development, coordination of project meetings, information management, basic procurement, and the application of common standards to enable timely completion of departmental projects.
3. Collecting, analysing and reporting on project specific and comparative management and performance information to meet all stakeholder requirements. Stakeholders may include, internal local government functions, multi-agency partners and elected members.
4. Provide administrative and logistical support to develop, prepare and deliver emergency planning training and exercises to local authority staff and other appropriate agencies, such as multi agency partners and elected members.
5. To develop and maintain an accurate and current contacts and resources database to provide valid information in emergency situations.
6. Coordinate and support community engagement activity including organising and running community-based events and projects as part of broader programmes designed to promote positive engagement with community resilience activities. This may include commitments out of normal working hours to match community availability.
7. Develop and maintain positive relationships with partners, stakeholders, and the public to be approachable at all times and increase the reputation of the Emergency Planning Team/Council.
8. Maintain and update online information resources as well as social media platforms, this will include content creation for web pages and social media posts and assist in the development of promotional and publicity material for the emergency planning team for both internal and external audiences.
9. Populate and interpret geographical information systems (GIS) to provide mapping resources to enable the emergency planning team to effectively plan and respond to emergencies.
10. Support the response to incidents and emergencies including out of hours and at weekends.
11. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
13. Demonstrate awareness and understanding of other people’s behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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:**

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

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| **Skills and abilities:** | Essential / Desirable | Measured by |
| **This is applicable to all roles in WNC that are required to use IT equipment:** Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period. |  | A/T/I |
| Excellent organisational skills and ability to multi-task and prioritise work. | Desirable | A, I |
| Excellent problem solving skills. | Essential | A, I |
| Excellent written and verbal communication skills. | Essential | A, I |
| Excellent technical aptitude with the ability to quickly learn and apply new skills. | Essential | A, I |
| Positive and enthusiastic with excellent interpersonal skills and the ability to constructively relate to a wide variety of people. | Desirable | A, I |
| Effective presentation and public speaking | Desirable | A, I |
| Ability to travel effectively between locations. | Essential | A, I |
| Ability to deliver support services in a calm and professional manner. | Desirable | A, I |
| Flexible to enable working in rapidly changing situations. | Desirable | A, I |
| Ability to present at and participate in meetings. | Desirable | A, I |

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| **Knowledge:** | Essential / Desirable | Measured by |
| Knowledge of working within a local authority. | Desirable | A, I |
| Understanding of Civil Contingencies legislation and regulations | Desirable | A, I |
| GIS based systems (ie MAPINFO, QGIS) or equivalent. | Desirable | A, I |
| Good working knowledge of Microsoft applications. | Essential | A, I |

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| **Relevant experience:** | Essential / Desirable | Measured by |
| IT Programs, Word, Excel and Powerpoint | Essential | A, I, D |
| Mapping Systems | Desirable | A, I, D |
| Experience of dealing with sensitive information in a confidential manner and to assimilate and relay information. | Desirable | A, I, D |

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| **Education, training, and work qualifications:** | Essential / Desirable | Measured by |
| Degree level or equivalent NVQ qualification or proven relevant experience | Essential | A, D |

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## **Day-to-day in the role:**

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| **Hours:** | 37 hours | **Primary work base:** | One Angel Square, Northampton NN1 1ED |
| **Job family band:** | Professional Support | **Worker type:** | Part-flexible |
| **Salary range:** | £31,869 - £34,663 | **Budget responsibility:** | N/A |
| **People management responsibility:** | N/A |  |  |

**Working conditions & how we work:**

This role is within the Emergency Planning Team, based within the Chief Executive’s directorate.

The Assistant role is to act as an entry level post for those looking for a career in emergency planning. It is aimed at those who have either recently graduated with a relevant degree or are transitioning from a related field such as those in the emergency services. As part of the role they will be given on the job training to give the gain the skills, technical knowledge and experience necessary to work towards an Emergency Planning Officer’s position. The role is part-flexible, the team are expected in the office on two days a week, the remaining days can be based at home or other remote working location. However, meetings with WNC and partners may be conducted outside the base office in other locations and may involve some evenings and weekends.

They will support the EPOs in the full range of emergency planning, business continuity and civil contingencies responsibilities. For less complicated/sensitive tasks and functions they will be asked to take a more leading role.

## **Our organisational values and behaviours**

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

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| **T** | Trust | We are honest, fair, transparent and accountable. We can be trusted to do what we say we will. |
| **H** | High Performing | we get the basics right and what we do, we do well. We manage our business efficiently. |
| **R** | Respect | we respect each other and our customers in a diverse, professional and supportive environment. |
| **I** | Innovate | we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area. |
| **V** | Value | We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness |
| **E** | Empower | we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions. |

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

