

# Emergency Planning Officer

## Job details

Job title: Emergency Planning Officer

Grade: NNC Band 7 Reports to: Emergency Planning Team Leader

Responsible for: None

Directorate and Service area: Public Health, Emergency Planning

This role is a permanent position, subject to satisfactory completion of a probationary period.

## Role Purpose

1. To support North Northamptonshire Council (NNC) in delivering effective Emergency Planning arrangements.
2. To develop, implement and review emergency plans and procedures.
3. To assist in ensuring the Council meets its statutory and professional duties relating to emergency planning and business continuity, including providing support during incidents.
4. To participate in the duty officer rota, acting as the initial point of contact for emergency services, and to mobilise and coordinate appropriate response arrangements.

## Principal Responsibilities

This job description reflects the post holder's major tasks and identifies a level of responsibility at which they will work. In the interests of effective working, we review the major tasks from time to time to reflect changing needs and circumstances.

1. 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.
2. Plan, facilitate, promote, and support 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. (e.g. the international standard for business continuity management (ISO 22301:2012) or national resilience standards).
3. Lead delivery of allocated projects, including multi-agency projects, taking responsibility for all allocated aspects of project management.
4. Research, collate, analyse, and evaluate information including risk and financial data, to provide accurate assessments and make recommendations for future actions.
5. Develop practical and proportionate solutions to complex problems and ensure the council can implement them as required.
6. Coordinate at a tactical level the response to a critical incident or emergency and where necessary in conjunction with the voluntary sector, utilities, and other partner agencies, as necessary. This includes out of normal office hours and may include attending the scene of an incident.
7. Provide specialist advice to all levels of management including elected members.

8. 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.
9. Develop and embed the use of appropriate IT systems, such as Resilience Direct, Geographic Information Systems (GIS) and social media.
10. Design and deliver training courses and materials as necessary to embed resilience in Northamptonshire.
11. 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, to support service delivery and respond to time critical challenges.
12. 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 North Northamptonshire Council.
13. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
14. 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.
15. To perform any other duties which fall within the broad spirit, scope, and purpose of this job description.

## 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. | Related subject, such as:<br>Emergency Management | Essential |
| Prince2 Practitioner Level or equivalent                                | Project 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                                  | Essential |
| Project and Change management                                                          | Essential |
| ICT skills. Learning new ICT systems quickly.                                          | Essential |
| Information Management                                                                 | Desirable |
| Presentation and public speaking                                                       | Essential |
| Multi-tasking, managing multiple ongoing work streams                                  | Desirable |
| Act independently, with little guidance                                                | Desirable |
| 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 |
| Producing emergency or resilience plans or procedures             | Essential |
| Working within the context of a major incident or civil emergency | Desirable |