**Job Description**

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| Job Title: Emergency Planning Officer |
| POSCODE: CCC0458 |
| Grade: P1 |

**Overall purpose of the job**

To support the Director of Strategy and Partnerships in the delivery of the statutory emergency planning and business continuity functions for Cambridgeshire County Council.

To provide assurance to the Director S&P Services and Emergency Planning Manager that there is coordinated planning across local authority, emergency services and other organisations responding to emergencies in the county. This will reflect emergency planning issues identified in legislation, the national resilience capability programme, national resilience planning assumptions and the Cambridgeshire & Peterborough Local Resilience Forum (CPLRF) priorities.

This role will contribute significantly to the delivery of corporate preparedness and resilience for Cambridgeshire County Council. It will provide advice, guidance and be a knowledge resource to senior managers and council Directorates, to ensure that the authority fulfils its statutory obligations.

The role will deliver the objectives of the County Council, and its partners, and represent the service and maintain links with multi-agency partners to maximise efficiency and effectiveness in emergency situations.

To project manage emergency planning and business continuity initiatives and provide direction for emergency planning and business continuity to outsourced and commissioned services.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | Develop and maintain the Business Continuity Management System identifying areas for development and encouraging consistent usage across County Council services.  Develop and administer the Business Continuity Service Leads Group and coordinate the ongoing activity of the group.  Ensure business impact analysis, risk assessments and effective plans are in place, making recommendations for any improvements to senior managers.  Plan, review, validate and share best business continuity practice, and identify and implement new initiatives working with a wide range of internal and external partners.  Promote and provide business continuity advice to all County Council services and external organisations as requested [e.g. Schools, Care and Nursing homes]. |
|  | Be a specialist for resilience planning within the council, delivering corporate preparedness for responding to an emergency within Cambridgeshire, and ensuring that individual elements are in place so that the County Council can meet all statutory responsibilities.  Develop and encourage resilience planning within all County Council Services up to Director level, providing knowledge and awareness on Major and Critical incident management, and the councils strategic planning for all responses. |
|  | Arrange and coordinate work with partners that have responsibilities for implementing the arrangements under the Civil Contingencies Act, and other legislation, to ensure effective multi agency working.  Undertake a leading role in the operation of the CPLRF ensuring that the two council’s objectives and priorities are fully considered.  Project-manage specific initiatives commissioned by the CPLRF Executive Group.  Provide data required to manage the county risk assessment and assist in the maintenance of the community risk register for the CPLRF. |
|  | Provide, deliver, direct, and participate in effective emergency planning and business continuity exercises with internal services and external partners.  Provide training courses that support the plans and procedures put in place by internal services and external partners. |
|  | Provide a strategic / tactical overview of the strengths and weaknesses of current resilience issues in the County & City Council, analysing a range of complex information to inform the strategy and business plans of both councils, the CPLRF and other relevant organisations.  Utilise the integrated emergency management process to fulfil the statutory responsibilities of the council.    Provide high level support and advice to responding agencies in the event of a Major Incident up to ‘Silver’ Command level.  Provide post incident advice following a Major Incident to internal and external agencies.  Maintain, update, and amend emergency plans in light of new legislation. |
|  | Participate in the Duty Officer rota and the operational emergency response, providing initial direction and guidance to Cambridge County Council CLT utilising agreed plans and operating procedures.  Be a primary contact for Cambridgeshire County Council on all resilience matters, including queries submitted by central government in preparation for response and / or recovery from any incident.  Brief the Corporate Leadership Team, Elected Members, Emergency Planning contacts and the Communications Team on incidents that occur. Brief Tactical / Operational County Council, staff where the event may impact on their service, for them to be able to consider implementing their response plans. |
|  | Record and control the financial expenditure on any projects managed. Consider potential funding streams for Emergency Planning and Business Continuity projects from internal and external sources. Prepare and justify charging accounts where applicable [for COMAH, Pipelines projects, and work for other external agencies. |
| 8. | Demonstrate an awareness and understanding of equality, diversity and inclusion. |
| 9. | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030. |
| 10. | **Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*  We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.  We require you to understand and demonstrate this commitment. |

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| * Bachelor’s degree, HNC, HND NVQ level 4 including professional qualification | Open | Essential |
| * Masters degree; NVQ level 5 or equivalent; including all chartered professions and post-graduate qualification | * Emergency Planning, Business Continuity or Risk Management | Desirable |
| * Membership by qualification of the Emergency Planning Society (EPS) and / or Business Continuity Institute (BCI) | Emergency Planning, Business Continuity or Risk Management | Desirable |

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

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| --- | --- | --- |
| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| * Detailed knowledge of the Civil Contingencies Act (CCA) 2004 and all other relevant legislation * Strategic, Tactical and Operational emergency management knowledge and understanding * Comprehensive understanding of Integrated Emergency Management and the understanding of the roles of Category 1 and Category 2 responders * Advanced theoretical and practical knowledge of the full range of emergency planning and business continuity concepts, procedures and practices * Detailed understanding of Business Continuity Management Systems, their development, maintenance, and validation * Detailed knowledge of project management * Knowledge of operational and incident management |  | Essential  Essential  Essential  Essential  Essential  Desirable  Essential |
| * Understanding of the status, context and ongoing transformation of local authorities, and the direct impact that this has upon the provision of emergency planning and business continuity. * Awareness of the interaction between local, central government and partner agencies, and how this may impact upon local authority emergency planning. |  | Desirable  Desirable |
| **Skills** |  |  |
| * Ability to effectively chair, plan and positively contribute to meetings with managers or representatives from other stake holders * Highly developed interpersonal skills, with the ability to influence staff, partners, and relevant organisations at all levels, gaining their agreement through persuasion to ideas, proposals and courses of action * Ability to plan, develop and deliver training, exercises and debriefing sessions to all levels of Strategic, Tactical and Operational staff * Ability to compile plans and reports in a format appropriate to the needs of the audience * Excellent written / verbal communication and presentational skills to convey complex information accurately * Ability to analyse problems and data to find solutions to complex and sensitive issues * Excellent IT skills i.e. MS Word, PowerPoint, Excel and Outlook applications * The ability to develop and maintain good relationships so as to effectively complete complex projects * Excellent organisational skills, including time management, resource management, project management, and the ability to prioritise workloads to meet deadlines * Have a strong sense of discretion and objectivity * Ability to research and interpret complex information, from relevant sources, in order to problem solve and inform decision making * Ability to work under pressure, stay calm and maintain focus, and work effectively in a crisis situation * Be flexible and react effectively and positively to change * Ability to work effectively across organisational boundaries * Ability to assimilate information quickly and make reasoned judgements * Ability to develop clear succinct emergency and business continuity plans, policies, standards, and procedures. Monitoring their implementation and effectiveness and preparing reports and recommendations, including reviewing the plans prepared by others * Ability to be creative in work, suggesting new and innovative ideas and collaborating with others to identify fresh approaches * Prepared to work outside of core hours, extended hours, including evenings and weekends as required * The ability to work alone when necessary |  | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Essential  Desirable |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Joint operational working | Working within multi agency teams, under pressure, planning or responding to Major Incidents | Essential |
| Delivering projects | Running and delivering projects within timescale and budget | Essential |
| Managing and supplying information | Providing timely and concise advice during the response to major incidents | Essential |
| Equality, Diversity and Inclusion (applies to all roles). | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | Essential |
| Net Zero (applies to all roles). | Ability to contribute towards our commitment of becoming a net zero organisation. | Essential |
| Safeguarding (applies to all roles working with children/vulnerable adults) | Demonstrate an understanding of the safe working practices that apply to this role.  Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | Essential |

**Disclosure level**

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| What disclosure level is required for this post? | **None** | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | **Hybrid** | Field | Remote | Mobile |