|  |
| --- |
| To meet the budget gap this financial year a number of additional spending control measures are currently in place. We are not currently evaluating or re-evaluating any roles unless the Executive Director agrees that there is an exceptional reason to do so e.g. to address the risk of an equal pay issue. Where the Executive Director agrees that these is an exceptional reason to go ahead the JDQ must be submitted to monthly Workforce Expenditure Control Panel (chaired by the Chief Executive, Service Director – Human Resources and another member of the Corporate Leadership Team). The JDQ needs to be emailed to **vacancy.authorisation@cambridgeshire.gov.uk**prior to the [Workforce expenditure control panel submissions dates](https://cccandpcc.sharepoint.com/%3Aw%3A/r/sites/CCCHR/Shared%20Documents/Recruitment/Recruitment%20Guidance/Workforce%20expenditure%20control%20panel%20submissions%20dates.docx?d=w76ed1d07f1e04f5ba72b6f946595a155&csf=1&web=1&e=dZHQlx). Forms received after the monthly deadline will be considered at the following month’s panel.  You must not book a role in for job evaluation/re-evaluation until panel approval has been given.  |

**Job Description**

|  |
| --- |
| Job Title: Principal Emergency Planning Officer |
| POSCODE: CCC2779 |
| Grade: P3 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To be a senior professional in all matters related to emergency planning and business continuity, and to assist in the management of the County Council Emergency Planning Team.

To assist with the strong and effective management and direction of the Emergency Planning Team.

To assist in oversight of the programme to implement, monitor and review those Local Authority Functions required by legislation, regulation, directive and codes of practice. Including, but not limited to responsibilities with regard to COMAH, MAHP and REPPIR.

To help to develop and maintain an integrated approach to emergency planning ensuring an effective response in all scenarios.

To oversee and direct specific parts of the authority’s programme delivering effective partnership working, locally, regionally and nationally , developing effective plans and preparations to respond to major incidents and business disruptions.

To direct some of the responsibilities with regard to the business continuity programme, public health emergency planning responsibilities and the Community Risk Register.

To deputise for the Head of Emergency Planning in all issues pertaining to emergency planning, business continuity and management of the service, and interact with CLT and Elected Members of the authority as required.

**Main accountabilities**

|  |  |
| --- | --- |
|  | **Main accountabilities** |
|  | Manage the delivery of elements of the emergency planning function for the authority, including the development, validation and implementation of emergency and business continuity plans, whilst understanding the corporate direction of the authority, actively promoting the corporate approach, and supporting individual services  |
|  | Provide specialist professional direction and oversight with regard to the emergency planning activities undertaken by the team on behalf of the Director of Public Health |
|  | Deputise for the Head of EP as required, to provide management of the team, it’s operational response, projects, and support to Directors and CLT during the response to any incident, and consistently assist in the strong and effective management and direction of the team throughout |
|  | Provide sound intelligence and options based advice for senior officers of the council in the preparation and response to incidents |
|  | Undertake commitments within the provision of the 24/7 operational response, supporting and directing the activity of more junior colleagues. Maintaining the operational system, and providing professional specialist knowledge in support of the EPM during any incident response, and exercising judgement as to the nature and extent of the response required  |
|  | Undertake a pivotal role in the development and delivery of Emergency Planning and Business Continuity training to delivered to senior officers of the council, and develop, plan and oversee delivery of exercises to validate internal and partnership plans |
|  | Contribute significantly to the operation and development of Cambridgeshire and Peterborough Local Resilience Forum, oversee significant forum projects, ensuring that they are in line with the corporate direction of the authority.  |
|  | Contribute to and oversee the ongoing development of systems to record issues, decisions and supporting contextual details during the response to emergencies, to support any subsequent legal challenge or financial claim |
|  | Promote and develop the team’s collaborative working with directorates and external partners |
| 10. | Demonstrate an awareness and understanding of equality, diversity and inclusion.   |
| 11. | Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.  |
| 12. | **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

|  |  |  |
| --- | --- | --- |
| Qualifications Required | **Subject** | **Essential/****Desirable** |
| Degree | Emergency Planning | Essential |
| Masters Degree | Emergency Planning/Related | Desirable |
| Post Graduate Qualification | Emergency Planning/Business Continuity | Desirable |

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

|  |  |  |
| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** |
| Substantial strategic, tactical and operational response knowledge with regard to emergency planning and business continuity | Essential |
| Comprehensive and detailed knowledge of the statutory framework governing local authority responsibilities with regard to emergency planning and business continuity | Essential |
| Comprehensive and detailed knowledge of the roles and responsibilities of Category 1 & 2 responders, and other relevant partners during emergencies | Essential |
| **Skills** |
| Ability to lead and plan the work of elements of a team within the established programme | Essential |
| Excellent communication skills with the ability to suit the style to the audience as necessary | Essential |
| Ability to think objectively, work effectively, and make decisions in situations of great pressure  | Essential |
| Ability to lead, guide, support and develop junior colleagues during routine activity, and especially in pressured responses to incidents  | Essential |
| Ability to operate the team in support of partnership working, understanding the appropriate commitment of county council resources | Essential |
| **Experience** |
| Experience of leading and directing multi-agency teams during the planning and/or response to major incidents | Essential |
| Experience of working under the pressures of the response to a major incident  | Essential |
| Experience of leading and delivering projects within timescale and budget | Desirable |
| Experience of obtaining and directing resources during a major incident  | Desirable |
| 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**

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

**Work type**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |