

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Emergency Planning Officer

Corporate Services, Customer & Corporate Services

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.



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Purpose and impact:

The Emergency Planning Officer (EPO) role is the main day to day delivery for all aspects of emergency planning. It is the job of the EPO to coordinate the development of emergency planning and contingency arrangements to ensure that WNC can work effectively with partners to respond to and recover from civil emergencies and significant business continuity disruptions.

The EPO is part of a duty officer system and provides the initial point of contact for the emergency services for Northamptonshire and is expected to mobilise and coordinate appropriate response arrangements. As an incident progresses, they will provide expert advice to decision makers and work to find solutions to complex problems.

Accountable to:

This role is accountable to the Emergency Planning and Business Continuity Manager, responsible for the direct line management of 4 Emergency Planning Officers and a Business Support Officer. The role sits within Customer and Corporate Services, part of the Finance Directorate in West Northamptonshire Council.

Responsibilities:

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 West Northamptonshire working where possible to meet or exceed the appropriate standards and relevant good practice guidelines.
3. Lead delivery of allocated projects, including multi-agency projects, taking responsibility for all allocated aspects of project management.
4. Develop practical and proportionate solutions to complex multi-agency response and recovery challenges having due regard to ensuring they can be effectively implemented when required.
5. Coordinate at a tactical level the response to a critical incident or emergency and where necessary in conjunction with the voluntary and community sector, utilities, adjacent councils and other partner agencies, as necessary. This includes out of normal office hours and may include attending the scene of an incident.
6. Design and deliver training courses and materials as necessary to embed resilience in Northamptonshire
7. 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.

8. 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, for emergency response.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. 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.

Skills and abilities:	Essential / Desirable	Measured by
Excellent interpersonal and motivational skills with the ability to influence and negotiate.	Essential	A, I, P, D
Excellent ability to the research, analyse, interpret a wide variety of complex information and communicate your findings to others	Essential	A, I, P, D
Proven ability to rapidly identify and understand problems, and develop effective, innovative and proportionate solutions	Essential	A, I, P, D
Excellent and demonstrable skills in relation the development of systems and process for others to follow	Essential	A, I, P, D
Excellent project / change management skills	Essential	A, I, P, D
Highly capable in the use of ICT systems together with the ability to quickly learn and incorporate new systems into methods of working	Essential	A, I, P, D
Ability for presenting complex information to groups and in a simplified way	Essential	A, I, P, D
The role requires the ability to maintain composure and skill levels during the very intense periods of work associated with emergency response	Essential	A, I, P, D
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.	Essential	A/T/I
Excellent skills in engaging and facilitating the work of others in order to achieve a desired outcome, including effectively chairing meetings and workshops	Desirable	A, I, P, D
Excellent information management skills, including managing secure databases	Desirable	A, I, P, D
The ability to manage and/or work on a number of concurrent projects.	Desirable	A, I, P, D
Able to act independently, with some guidance from line manager.	Desirable	A, I, P, D

Knowledge:	Essential / Desirable	Measured by
Able to demonstrate excellent knowledge on the theory and application of the principles of Integrated Emergency management	Essential	A, I, P, D
Able to demonstrate understanding of information security and data protection	Essential	A, I, P, D
Able to demonstrate in depth understanding of the principles, techniques and methodologies associated with the provision of effective command support	Desirable	A, I, P, D
Knowledge of Safety at Sports Grounds (also known as the Green Guide)	Desirable	A, I, P, D

Relevant experience:	Essential / Desirable	Measured by
Substantial experience of successfully taking a leading role in the development or review of resilience and/or emergency planning arrangements	Essential	A, I, P, D
Able to demonstrate experience of working in local government cultures and structures.	Desirable	A, I, P, D
Experience of full cycle experience of project management, preferably in a civil contingencies context	Desirable	A, I, P, D

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to degree level in a relevant discipline or hold a professional qualification at a similar level.	Essential	A, T, I, P, 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:

Hours:	37 hours	Primary work base:	One Angel Square, Northampton
Job family band:	Professional Support	Worker type:	Part-flexible
Salary range:	WLBAND08 £41,816 - £45,175	Budget responsibility:	£0
People management responsibility:	0		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

The role in the planning and responding to emergencies will have a direct impact on the wellbeing of people who get caught up in the emergency whether directly or indirectly and the plans put in place will support their needs for recovery.

The role will always be horizon scanning to see if any emergencies are forecast and to keep abreast of current affairs. Workloads are reviewed every six months so key dates are mapped out and the EPO manages their work to fit with the deadlines.

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.

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”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

