

# Job Description & Person Specification

## Senior Emergency Planning and Resilience Officer



<b>Service/Team</b>	Emergency Planning and Resilience Team within Audit and Management Assurance
<b>Reports to</b>	Emergency Planning & Resilience Manager

### Job Overview

Contribute towards the strategic direction and operational delivery of the emergency planning and business continuity functions of the council to ensure performance is aligned with strategic objectives and complies with regulations.

### **My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by...**

Ensuring the resilience of the council in the event of unforeseen circumstances achieved through effective planning and preparedness.

### Key Responsibilities

- To provide professional emergency planning and business continuity advice, support and guidance on complex issues in order to help the council fulfil its statutory duties under the Civil Contingencies Act (CCA) 2004 and other related legislation.
- To work with colleagues to achieve the Emergency Planning and Resilience function's objectives and targets.
- To prepare relevant emergency plans and operational procedures and to maintain, review and update these documents as necessary, ensuring they are integrated with the emergency services and other responders.
- To develop and deliver specific resilience workstreams.
- To identify the relevant risks and hazards that may impact on the council and the community, to conduct risk assessments and to take the necessary actions in response to those risks.
- To respond to any emergencies taking place in line with council procedures and to co-ordinate the necessary response on behalf of the council or provide advice to senior management as required. This will include participation in the 24/7 duty rota.
- To monitor the development of service level business continuity plans and provide advice and support to services and teams on embedding business continuity planning within their service areas.
- To develop relevant training and exercises for council staff (potentially with external partner agencies) for both emergency planning and business continuity.
- To develop and maintain strong relationships with partner agencies that will assist in the further development of shared planning, preparedness, response and recovery to incidents and emergencies.
- To work with senior leaders to champion and promote a proactive resilience culture, balancing risks and benefits and influencing stakeholders across the council.
- To be the lead officer for BCP Council on a range of Local Resilience Forum multi-agency capability/task and finish groups such as human aspects, excess deaths, community resilience, and develop multi-agency plans, for instance, site specific reservoir flood plans.
- To maintain the Duty Emergency Planning Scheme, Duty Gold and Duty Silver schemes and rotas on behalf of the council including the production and maintenance of supporting documentation

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- To deputise for the Emergency Planning and Resilience Manager at internal and external meetings and events.
- To provide support, guidance and mentoring to team.

## **Person Specification**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application, but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

## **Qualifications**

- Degree, or equivalent, preferably in a relevant discipline (or equivalent experience)
- Membership of a relevant professional body such as the Emergency Planning Society or Business Continuity Institute (BCi) or equivalent
- Certificate of Business Continuity Institute (CBCI)\*

## **Experience**

- Extensive previous experience in emergency planning, business continuity and the field of resilience (minimum 3 years)
- Experience of writing emergency plans
- Experience of responding to emergencies
- Experience of preparing and delivering training and exercises
- Previous experience working within a multi-disciplinary organisation essential with experience in a local authority setting preferable
- Experience of communicating the role of emergency planning to colleagues, other agencies and member of the public\*
- Previous experience of mentoring\*
- Project management experience\*

## **Knowledge, Skills & Attributes**

- Knowledge of current legislation, guidance and standards relevant to civil contingencies e.g. Civil Contingencies Act.
- Knowledge of the structure, culture and function of local government\*
- High level of personal integrity and objectivity
- Flexible and adaptable and can demonstrate personal resilience
- Excellent communication skills - ability to communicate effectively both in writing and when speaking
- Proficiency in Windows based applications essential. Knowledge of Power BI, dashboards and other functionality extremely desirable.
- Demonstration of confidence in presentation skills and the ability to address multi-agency audiences
- Can work calmly in a fast moving and pressured environment, sometimes in difficult and challenging situations
- Can work on own initiative with limited supervision
- Ability to take complex material and deliver it in a coherent manner
- Ability to build positive relationships with partners and key stakeholders

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- Can work effectively both internally (across BCP Council) and externally (multi-agency) with officers of varying degrees of seniority and from a wide range of public and private sector organisations
- Ability to prepare emergency plans
- Ability to write reports
- Ability to produce accurate, detailed, high-quality work and have a thorough approach
- Ability to work to deadlines, to prioritise and to manage a range of tasks at once
- Ability to assimilate a wide range of information and experiences and to apply this practically within the role.
- Ability to research and identify solutions through the application of acquired knowledge.

### **Job Requirements**

- Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role.
- As part of the Emergency Planning Duty Officer scheme which is contractual requirement of being an Emergency Planner at BCP, you are required to be within an hour's drive of BCP during duty periods.

### **Our behaviours**

BCP Council has developed and embedded a set of behaviours that will form part of everything you do, and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under [BCP Values and Behaviours \(bcpcouncil.gov.uk\)](https://bcpcouncil.gov.uk). More details about the council can be found at [About BCP \(bcpcouncil.gov.uk\)](https://bcpcouncil.gov.uk)