

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Emergency Planning Officer	<b>Grade:</b> PO1
<b>Section:</b> Emergency Planning	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Senior Emergency Planning Officer	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> REW3143 and 3144	<b>Last review date:</b> July 2024

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

Responsible to the Senior Emergency Planning Officer for delivering tasks and projects in the development and maintenance of the Councils' emergency planning and business continuity arrangements and ensuring that they comply with the requirements of the Civil Contingencies Act 2004.

#### Specific Duties and Responsibilities

1. Contributes to the team priorities of maintaining a strategic overview of the Council's devolved emergency planning and business continuity arrangements. In particular assists in keeping under review and develops and amends as necessary the Councils' response plans and Emergency Call-out Procedures booklet.

2. Supports the Head of Emergency Planning or Senior Emergency Planning Officer at internal and external resilience meetings.
3. Supports the Senior Emergency Planning Officer in delivering recommendations relating to corporate policy, governance and planning, duty London Local Authority Gold arrangements, and borough response capability.
4. Liaises with police, fire service, health services and others on aspects of emergency planning and business continuity, including formulating and organising exercises.
5. As required, prepares and delivers presentations and/or training to staff and contractors on the work of the Council with regard to emergency planning and/or business continuity.
6. Prepares and attends promotional and/or training events/seminars with businesses, residents and other organisations related to business continuity.
7. Leads on assigned projects for the maintenance and development of emergency response and business continuity plans for all departments of the Councils', including plans for opening the Borough Emergency Control Centre (BECC).
8. Keeps up to date with legislation, regulations and national guidance on emergency planning and business continuity and advises on the implications of any changes as appropriate. Leads on assigned projects in the development of new policies and procedures, as required, by any changes in legislation, regulations etc.
9. Assists with the development and delivery of, and attends, exercises to test the validity of the Corporate Resilience Plan.
10. Assists in the development of risk assessments for the Boroughs in the form of the Borough Risk Register, in conjunction with the emergency services and others and co-ordinating their input.
11. Participates in the Councils' 24-hour response rota by being on-call standby at specific times. When on duty provides an appropriate level of service co-ordination and advice to the Borough's response to an emergency. See Resilience Advisor profile for further information.
12. During and after an incident, works with Council departments, other agencies, and local communities to ensure so far as is possible, that other services are maintained or restored as soon as practicable.

13. Assists with the administration of Local Authorities Liaison Officers or equivalent ensuring attendance at emergency situations and arranging training as required.
14. Attends multi-agency Safety Advisory Group meeting in relation to proposed events within the Boroughs' and undertakes actions arising from such meetings

#### **Linked Grade Duties**

15. Enhances Business Continuity skills by obtaining certification in Business Continuity (CBCI)
16. Contributes to pan-London resilience by making a significant contribution to the London Resilience workstreams.

#### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Team structure



## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Working knowledge of Civil Contingencies Act 2004		X	A/I
Understanding of emergency planning and business continuity plans		X	A/I
Familiarity with how other statutory authorities operate		X	I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Experience of analysing complex data and presenting information in a clear manner	X		I
Experience of providing advice and support to senior managers		X	I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>

Ability to plan and manage conflicting priorities and meet deadlines under pressure	X		I
Ability to build good relationships with senior managers	X		I
Ability to develop effective partnering arrangements both internal and external to the Councils	X		A/I
Proven IT skills including using Microsoft Office applications	X		A/I
A high standard of oral and written communication	X		A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**