



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Business Continuity Officer	Grade: PO5
Section: Emergency Planning	Directorate: Environment and Community Services
Responsible to following manager: Head of Emergency Planning	Responsible for following staff: N/A
Post Number/s: POS001165	Last review date: July 2025

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.



Job Purpose

Responsible to the Head of Emergency Planning for 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. This role will focus on the maintenance and improvement of the organisation's business continuity arrangements, with some support to the rest of the team on wider emergency planning activities as needed.

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, including delegated leadership of areas of responsibility as required. In particular, the councils' business continuity arrangements.
2. Deputises for the Head of Emergency Planning at national and regional strategic level meetings.
3. Supports the Head of Emergency Planning in delivering recommendations relating to corporate policy, governance and planning, leading on workstreams as appropriate.
4. As needed, directs the work of other team members in delivering the Councils' business continuity arrangements, ensuring that they comply with the requirements of the Civil Contingencies Act 2004.
5. Liaises with other Council services involved in risk and response to align processes and reduce duplication, initiating improvements where appropriate.
6. Influences senior managers to engage meaningfully with business continuity, supporting them to develop robust arrangements for their services.
7. Designs and delivers presentations and training to staff and contractors at all levels of seniority on the work of the Council with regard to business continuity.
8. Designs and delivers exercises to support senior managers to validate their business continuity arrangements.



9. Prepares and attends promotional and/or training events/seminars with businesses, residents and other organisations related to business continuity.
10. Oversees the maintenance and development of business continuity plans for all departments of the Councils', including plans for activating a wider organisational response for specific scenarios.
11. 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 projects in the development of new policies and procedures, as required, by any changes in legislation, regulations etc.
12. Develops, delivers and attends exercises to test the validity of the Corporate Resilience Plan.
13. 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.
14. 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.
15. Deputises for the Head of Emergency Planning as required.

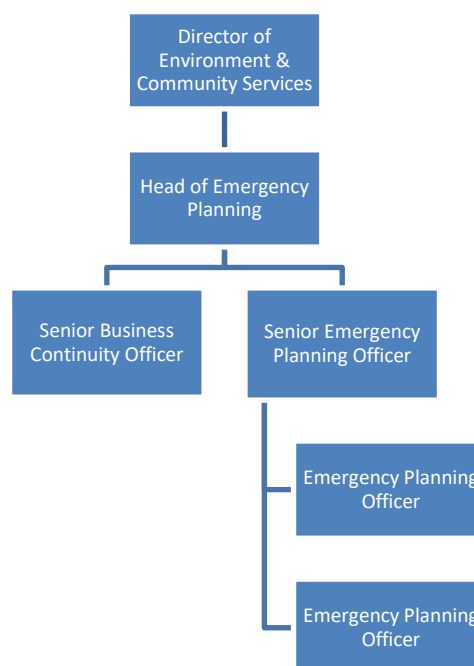
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- 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 Richmond & Wandsworth Better Service Partnership 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)
Knowledge	Essential	Desirable	Assessed
Working knowledge of Civil Contingencies Act 2004	x		A/I
Understanding of emergency planning and business continuity plans	x		A/I
Working knowledge of how other statutory authorities operate	x		A/I
Experience	Essential	Desirable	Assessed
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

Understanding of business continuity analysis to improve recording and gathering of data to ensure optimum data quality	x		A/I
Experience of analysing service plans for potential equality issues	x		A/I
Skills	Essential	Desirable	Assessed
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		I
Proven IT skills including Excel, Word and ability to use specialised performance management systems	x		A/I
A high standard of oral and written communication	x		A/I
Qualifications	Essential	Desirable	Assessed

A – Application form / CV

I – Interview

T – Test

C - Certificate