



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Emergency Planning Assistant	<b>Grade:</b> SO1
<b>Section:</b> Emergency Planning	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Senior Emergency Planning Assistant	<b>Responsible for following staff:</b> Not applicable
<b>Post Number/s:</b>	<b>Last review date: November 2018</b>

#### 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 Assistant for assisting in the development and maintenance of the Councils' emergency planning and business continuity arrangement and ensuring that they comply with the requirements of the Civil Contingencies Act 2004.

### **Specific Duties and Responsibilities:**

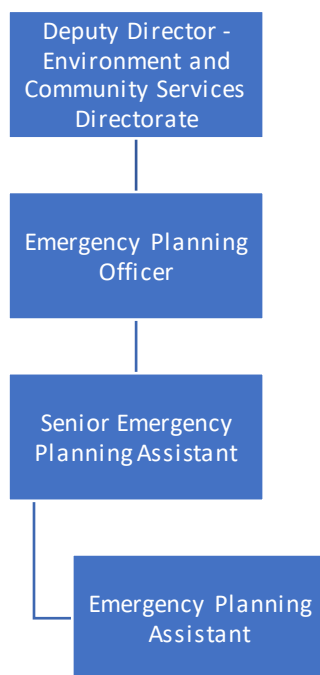
1. Assists the Senior Emergency Planning Assistant in maintaining a strategic overview of the Council's devolved emergency planning and business continuity arrangements. In particular assists in keeping under review, and develops and amends as necessary the Councils' Corporate Resilience Plan and Emergency Call-out Procedures booklet.
2. Assists in liaison with police, fire service, health services and others on aspects of emergency planning and business continuity, including formulating and organising exercises.
3. As required, assist with presentations to staff and contractors on the work of the Council with regard to emergency planning and/or business continuity.
4. Attends promotional and/or training events/seminars with businesses, residents and other organisations related to business continuity.
5. Oversees the maintenance and development of emergency response.
6. 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. Assists in the development of new policies and procedures, as required, by any changes in legislation, regulations etc.
7. Test the validity of the Corporate Emergency Plan and Corporate Business Continuity Plan.
8. 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.
9. Participates in the Councils' 24 hour response rota by being on-call standby at specific times.
10. 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.

### **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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### Current team structure



## Person Specification

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
Working knowledge of Civil Contingencies Act 2004	A/I
Understanding of emergency planning and business continuity plans	A/I
Working knowledge of how other statutory authorities operate	I
<b>Experience</b>	
Experience of analysing complex data and presenting information in a clear manner	I/T



Experience of providing advice and support to senior managers	I
Understanding of business continuity analysis to improve recording and gathering of data to ensure optimum data quality	A/I
Experience of analysing service delivery plans for potential equality issues	A/I
<b>Skills</b>	
Ability to plan and manage conflicting priorities and meet deadlines under pressure	I
Ability to build good relationships with senior managers	I
Ability to develop effective partnering arrangements both internal and external to the Councils	
Proven IT skills including Excel, Word and ability to use specialised performance management systems	A/I/T
A high standard of oral and written communication	A/I/T
<b>Qualifications</b>	

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**