

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Emergency Planning Officer	Grade: PO5/6
Section: Emergency Planning	Directorate: Environment and Community Services
Responsible to following manager: Deputy Director Environment and Community Services	Responsible for following staff: Senior Emergency Planning Assistant – Post RWE3021 Emergency Planning Assistants – Post RWE3333 Post TBC
Post Number/s: A2042	Last review date: April 2021

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 Deputy Director Environment and Community services for developing and maintaining the Councils' emergency planning and business continuity arrangements in full compliance with the requirements of the Civil Contingencies Act 2004.

Specific Duties and Responsibilities:

1. Responsible for maintaining a strategic overview of the Council's devolved emergency planning and business continuity arrangements. Keeps under review, develops, and amends as necessary the Councils' Corporate Resilience Plan, the Emergency Call-out Procedures booklet, and arrangements for providing support to the Chief Executive when on duty as London Local Authority Gold.
2. Chairs inter-departmental Resilience Planning Group to ensure continually improving performance across the Councils' emergency planning and resilience activities.
3. Co-chairs the statutory multi-agency Borough Resilience Forum with London Fire Brigade and undertakes actions arising from such meetings.
4. Responsible for managing the Emergency Planning budgets for both boroughs.
5. Represents the Councils at national and strategic level resilience meetings.
6. Ensures the Councils' compliance with the Resilience Standards for London as far as reasonably practicable and participates in assessment of this through Resilience Peer Challenges.
7. Liaises with police, fire service, health services and others on aspects of emergency planning and business continuity, including formulating and organising exercises.
8. As required, undertakes presentations to staff and contractors on the work of the Council regarding emergency planning and/or business continuity.
9. Provides supervision as required to assigned staff and takes responsibility for the allocation and checking of work by staff.
10. Prepares and attends promotional and/or training events/seminars with businesses, residents and other organisations related to business continuity.
11. Oversees 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).
12. Oversees the administration of Local Authorities Liaison Officers or equivalent ensuring attendance at emergency situations and arranging training as required.
13. Develops and manages a comprehensive civil contingencies and business continuity training programme, individual and group training and the involvement and cooperation with a wide range of agencies.

14. 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. Thereafter develops new policies and procedures, as required, by any changes in legislation, regulations etc.
15. Prepares exercises to test the validity of the Corporate Resilience Plan
16. Develops risk assessments for the Boroughs in the form of the Borough Risk Register, in conjunction with the emergency services and others.
17. Assists with health and safety requirements at both Frogmore Complex and Central Depot.
18. Using the various risk registers, analyses and plans for potential risks such as infectious diseases, severe weather, and utility failures to ensure the Boroughs are in the best position reasonably to respond.
19. 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 to the Borough's response to an emergency at tactical, strategic, or pan-London level, as required.
20. In the event of an incident occurring requiring a Council response, leads and co-ordinates the Councils' emergency planning response during the recovery phase.
21. 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.
22. Is responsible as the Council's NPIA accredited Terminal Custodian for ensuring compliance with the terms of the Council's TEA2 licence for the use of Airwave.
23. Is responsible as the Councils' accredited Sponsor for ensuring compliance with the terms of the Councils' NRE Licences and ensures these are kept up to date.
24. Oversees the management of the events process including Safety Advisory Group meetings in relation to proposed events within the Boroughs'.

Linked Grade Duties

25. Develops management skills by obtaining the ILM Level 5 Diploma for Managers and Leaders.
26. Develops Health and Safety skills by obtaining IOSH or NEBOSH certification.

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.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Working knowledge of Civil Contingencies Act 2004	A/I
Working knowledge of developing and reviewing emergency planning and business continuity plans	A/I
Working knowledge of how other statutory authorities operate	I
Knowledge of basic health and safety requirements	I

Experience	
Experience of analysing complex data and presenting information in a clear manner	I/T
Experience of providing advice and support to senior managers	I
Experience of managing teams and individuals in changing environments	A/I
Skills	
Ability to plan and manage conflicting priorities and meet deadlines under pressure	I
Ability to think quickly and respond effectively to situations, identifying risks and proposing solutions and strategies	I
Good interpersonal skills with the ability to build good relationships with senior managers, elected members and stakeholders	I
Ability to develop effective partnering arrangements both internal and external to the Councils	
Excellent oral and written skills	A/I
Qualifications	
Degree or equivalent professional qualification or equivalent experience	A/C
Health & Safety certification (desirable)	A/C

A – Application form

I – Interview

T – Test

C – Certificate