

JOB DESCRIPTION

Job Title: Emergency Planning and Business Continuity Officer
Directorate & Section/Unit: Chief Executives Unit - Public Health
Reporting to: Emergency Planning and Business Continuity Officer, PO3
Responsible for: Not applicable
Salary Grade: S01
DMA Management Level: Frontline
DMA Span of Control (Direct Reports): 0

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values:

- **Customer Focus** - Ensure delivery of a high-quality service which meets the needs of customers
- **Can Do Culture** - Be proactive to achieve excellence, finding solutions and creative ways of working
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To support and ensure that the Council meets statutory duties and guidance as a Category 1 Responder under the Civil Contingencies Act 2004 (CAA) and other statutory obligations.
- To support delivering specific activities or projects that meet the Council's requirements in relation to Emergency Planning and Business Continuity (EP/BC), including policy, procedure and plan developments and testing, the planning and delivery of training and the response to emergencies and incidents.
- To support the corporate development, maintenance, and management of the Council's BC system.
- To ensure that EP/BC systems, policies, plans, records and material assets are quality assured and up to date. This will include managing any emergency corporate supplies required to carry out the team's functions are up to date and fit for purpose.
- To support and co-operate with the wider Public Health Team in delivering on its duties under the Health and Care Act 2014.

Main Activities & Responsibilities:

- To actively support and deliver activities within the EP/BC team and to ensure it meets its duties as a Category 1 Responder under the CAA and all of the Council's relevant statutory obligations including:
 - Safety at Sports Grounds Act (1975),
 - The Control of Major Accident Hazard (COMAH) Regulations 2015,
 - Pipeline Safety Regulations 1996 and the
 - The Radiation (Emergency Preparedness and Public Information) Regulations (REPPiR) 2018
- To participate in the EP out of hours duty rota operation, providing a single point of contact for the Council, to organise and maintain the rota including co-ordination of duty officer finance claims.
- To support and participate in emergency situations internally and externally, including supporting Gold (strategic) and Silver (tactical) managers.

- To support the development, implementation, monitoring and review of all relevant corporate and Directorate EP/BC policy, procedures and processes to help ensure that a robust BC system (such as ISO 22301) is in place and is embedded and maintained corporately within Council Directorates.
- To research legislation, guidance, and best practice on EP/BC issues and to participate in the drafting of all relevant corporate and Directorate EP/BC policy, procedures and processes and to ensure that these and records are maintained on corporate IT systems, Local Resilience Forum (LRF) databases and backed up as appropriate.
- Assist with the planning and delivery of regular testing and reviewing of polices plans and procedures in accordance with legislation and policy requirements.
- To represent the Council at operational and partnership meetings including LRF multi agency meetings, leading on project work where necessary.
- To provide and present briefings and reports where required.
- To maintain and develop professional and technical knowledge and best practise in the field of EP/BC.
- To assist in the development of internal and external training.
- To maintain the readiness of the Emergency Operations Centre and its equipment in good working order, including the stores inventoried and in an appropriate state of readiness for emergency assistance use.
- To maintain the Emergency planning teams contact information database to ensure that it remains current. Maintain an accurate and current database of emergency call out personnel, Emergency Assistance Centre contacts, Community emergency contacts and resources available.
- To maintain effective liaison and co-operation with Category 1 and 2 responders across Worcestershire and the WM LRF, maintain good working relationships and promoting resilience and co-operation with neighbouring Authorities, other agencies, businesses, the Voluntary and Community Sector (VCS) and the public.
- To ensure that information and communications are effective at all levels and across all aspects of activity and responsibility and to specifically keep the Council EP/BC webpage information up to date.
- To ensure effective collaboration and support as required for meeting Public Health duties and in particular with the health protection team.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Head Teachers, Teachers, Director of Public Health.

External: District & County Councils, West Mercia Local Resilience Forum, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers.

Additional Information:

- The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner.
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Tim Rice

Date: 08/04/2022

Date of grading confirmation:02/08/2022

*** WCC is aiming towards a 5-level management organisational structure with level 5 being the Chief Executive.**

PERSON SPECIFICATION

Job Title: Emergency Planning and Business Continuity Officer
Directorate & Section/Unit: Chief Executives Unit, Public Health
Salary Grade: S01

EXPERIENCE:

It is **essential** that the post holder has:

- Significant experience of working or studying emergency planning at a within the context of the Civil Contingencies Act 2004 or equivalent experience in an associated setting.
- Significant experience in Business Continuity, systems and their implementation and operation or equivalent experience in an associated setting.
- Significant practical EP experience of managing and participating in full emergency response situations
- Significant experience of the testing and exercising of emergency plans.
- Significant experience of developing policies plans and procedures.
- Considerable experience of delivering staff and member training and briefings.
- Considerable experience of working in strategic and operational meetings
- Demonstrable experience of carrying out risk assessments.

- It is **desirable** that the post holder has:
- Project Management experience.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Specialist knowledge of all relevant EP legislation, guidance, best practise, and its implementation in a Cat 1 responder role.
- Specialist knowledge of BC, relevant systems (e.g. ISO22301) and their implementation and oversight, preferably within a Local Authority.
- Specialist knowledge of the processes of emergency response situations (e.g. flooding, fires etc) and the ability to act as a SPOC for out of hours duty rota.
- Specialist knowledge of the testing and exercising of Plans as required under the CCA.
- Specialist knowledge and ability to develop policies plans and procedures in relation to EP/BC.
- Specialist skills and knowledge of subject training.
- The ability to manage meetings and provide information to a range of audiences.
- The ability to produce documentation in a clear and concise way and to a range of audiences
- Strong personal and inter-personal skills including team building, communications, motivation, and the ability to develop and maintain effective partnership working
- Resilient and deals positively with change.
- Committed to excellence.
- Strives to build effective working relationships with team members and stakeholders

It is **desirable** that the post holder has:

- Experience of EP or BC work in the public sector

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Level 6 (e.g. degree) in a relevant subject e.g. environmental science, business management, disaster management, EPRR
- Evidence of relevant continuous professional development.

It is **desirable** that the post holder has:

- Membership of a relevant professional Body.
- A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office.

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- Commitment to equal opportunities, anti-discriminatory and anti-oppressive practice.
- Commitment to Multi Agency Working.
- Commitment to working in a customer focused environment.
- Commitment to continuous professional development.
- Ability to travel throughout the county and to work outside the county if required.
- Work out of hours as required.
- Participate as a Single Point of Contact (SPOC) for the EP out of hours duty rota.

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