**JOB DESCRIPTION**

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| **JOB DETAILS** |
| **Directorate:** Community Services |
| **Post title:** Emergency Planning Project Officer (2 year fixed term contract) |
| **Post number:** |
| **Post grade:** TBC |
| **Section:** TBC |
| **Responsible to:** Director / Associate Director |
| **Responsible for:** Emergency Planning & Business Continuity |
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| **MAIN PURPOSE OF JOB** |
| To undertake the necessary work in liaison with Leadership Team, District Emergency Planning Liaison Officer (DEPLO) and Deputy DEPLO in reviewing and realigning the Council’s response to emergencies including flooding in compliance with their duties under the Civil Contingencies Act 2004.  To lead on the development, implementation, and maintenance of effective emergency plans to ensure the council is prepared for a wide range of emergencies and / or major incidents. The Emergency Planning Project Officer will work collaboratively with senior officers, elected members, parish councils, internal departments, external agencies, and community organisations to enhance the council’s resilience and response capabilities.  Duties will also include the preparation and delivery of emergency planning training and exercises; providing business continuity advice and guidance; acting as a centre of excellence to provide support, advice and guidance to tactical/strategic officers before, during and after incidents; and working as part of a team to ensure communities, with particular attention to those who are most vulnerable, are cared for in an emergency. To take a lead on developing the organisation’s business continuity and disaster recovery plans.  Working with the Local Resilience Forum (LRF) and County Council Emergency Planning team to develop, implement, and maintain effective emergency plans to ensure the council is prepared for a wide range of emergencies and major incidents. The Emergency Planning Project Officer will work collaboratively with internal departments, external agencies, and community organisations to enhance the council’s resilience and response capabilities. |
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| **SPECIFIC DUTIES** |
| **Emergency Planning and Preparedness:**   * To work closely with the LRF and County Council Emergency Planning Team to develop and regularly update the council’s emergency plans, ensuring they comply with legal requirements and best practices. * To design and develop playbooks for specific emergencies to enable the Incident Management Team and associated cells to follow in the event of that emergency occurring. * Conduct risk assessments to identify potential threats and vulnerabilities within the council’s jurisdiction. * To identify training needs and develop and deliver suitable training to staff and volunteers. * Organise and participate in emergency planning exercises to test the effectiveness of the plans and identify areas for improvement. * Coordinate with other local authorities, emergency services, and relevant agencies to ensure a cohesive and integrated approach to emergency planning. * To attend LRF sub-group meetings as appropriate to represent the council.   **Response and Recovery:**   * Act as support to the Leadership Team, DEPLO and Emergency Response Team during emergencies, providing support to the council’s Incident Management Team. * Support the recovery process post-incident, including coordination of relief efforts, damage assessment, and restoration of services.   **Business Continuity**   * To lead on the development and maintenance of comprehensive business continuity and disaster recovery plans to ensure organisational resilience. * Coordinate with various departments to design and test recovery strategies and solutions, ensuring minimal disruption to operations. * Prepare and present reports to senior management on the status of business continuity plans, risk assessments, and recovery efforts.   **Policy and Compliance**:   * Ensure all emergency plans and procedures comply with relevant legislation, such as the Civil Contingencies Act 2004. * Maintain accurate records and documentation related to emergency planning activities and ensure they are up to date and accessible.   **Expected Outputs:**  Updated Emergency Plans:   * Comprehensive and regularly reviewed emergency plans that address all identified risks and are aligned with current legislation and best practices.   Risk Assessments:   * Detailed risk assessments that identify and evaluate potential hazards and threats within the council’s area of responsibility.   Emergency Exercises:   * Support to the DEPLO and Emergency Response Team in emergency planning exercises, including tabletop and live simulations, with documented outcomes and action plans for improvements.   Community Engagement:   * Increased public awareness and understanding of emergency preparedness, demonstrated through outreach activities, workshops, and public information campaigns.   Post-Incident Recovery Plans:   * Comprehensive recovery plans developed and implemented following emergencies, ensuring timely restoration of services and support for affected communities.   Compliance and Documentation:   * Up-to-date records of all emergency planning activities, ensuring compliance with statutory requirements and ease of access for audits and reviews. * Comprehensive business continuity and disaster recovery plans. |
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| **ORGANISATIONAL CHART** |
| Director of Communities Emergency Planning Project Officer |
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| **KEY WORKING RELATIONSHIPS** |
| Engage with and build good relationships with intermediaries and community groups, demonstrating skill in negotiation, tact, and diplomacy in order to work with many different views and opinions. The post holder will need to be able to communicate with people at all levels within the organisation, elected members, partners (including category one and two responders) and the community. |
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| **RESOURCES** |
| The post holder may on occasion need to make recommendations for expenditure on emergency planning equipment, training etc. |
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| **PHYSICAL DEMANDS** |
| The demand for constant readiness can lead to physical fatigue, especially during a prolonged crisis.  The post holder will be expected to work weekends and evenings during emergency incidents.  Access to reliable transportation or hold a current, full driving licence which is valid for driving in the UK. |
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| **MENTAL DEMANDS** |
| The ability to concentrate for long periods when developing plans as well as leading/supporting the council in its response to any emergencies.  In the event of an emergency the psychological and mental demands are considerable, needing to work under pressure and prioritise actions to ensure that the most vulnerable in our communities are cared for and supported.  The role carries significant responsibility as the post holder would be crucial in ensuring the survival and recovery of the organisation during crises.  The job requires complex problem-solving and strategic thinking, which can be mentally tiring. The need to stay current with best practices, technologies, and regulatory requirements involves continuous learning, which can be mentally demanding.  Strong organisational and project management skills, the ability to develop plans and policies. The ability to interpret complex legislation and turn this into practical plans is essential. The ability to identify training needs and develop and deliver suitable training to staff and volunteers. |
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| **WORKING ENVIRONMENT** | | | |
| Mainly office based with some remote working to visit various parts of the borough to assess risk or suitability for rest centres, attending meetings etc is necessary. This will be a hybrid role with some work able to be carried out at home or another suitable location. The post holder will be expected to work weekends and evenings during emergency incidents | | | |
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| **ALL STAFF RESPONSIBILITIES** | | | |
| To adhere to all Council Policies, in particular Equal Opportunities.  To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.  To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.  Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness. | | | |
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| **HEALTH AND SAFETY** | | | |
| Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council’s Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others. | | | |
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| **PERSON SPECIFICATION** | | | |
| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Educated to degree level or with a professional qualification in emergency planning / disaster management or have significant vocational training / experience in an emergency management discipline. |  |  | Application |
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| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Strong organisational and project management skills |  |  | Application / Interview |
| Excellent communication and interpersonal abilities. |  |  | Application / Interview |
| Understanding of the process, statutory requirements and multi-agency interaction contained within the Civil Contingencies Act 2004. |  |  | Application / Interview |
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| **SKILLS** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Excellent analytical skills including ability to evaluate and interpret quantitative and qualitative data, understand a range of diverse issues, assess implications, and make recommendations for council and wider multi partnership action. |  |  | Application / Interview |
| Ability to proactively source and collate information, write effective emergency plans in a clear, logical and suitable format with excellent attention to detail. |  |  | Application / Interview |
| Excellent data handling and ICT (GIS mapping and Resilience Direct) skills to enable the applicant to interpret complex data and use this in service design and specification. |  |  | Application / Interview |
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| **BEHAVIOURS / ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Ability to remain calm in an emergency situation |  |  | Interview |
| The confidence to advise senior management on the correct course of action. |  |  | Interview |