



Title Team Manager - Emergency Planning	Department Place	Post Ref.
Job Purpose To manage a team of front line/operational/technical or professional staff to meet the required service standards, in line with the service plan and associated standards within the Emergency Planning Service.		
Key Responsibilities <ol style="list-style-type: none">1. Personally and through team members to deliver the targets set down in the service and team plans.2. To resolve any service delivery issues within available resources.3. To improve the performance of staff under his/her line management by maintaining communication with staff and providing the appropriate support and guidance.4. To improve customer satisfaction levels for his/her service.5. To act as a professional exemplar at all times.6. To deploy and manage assigned budgets and to take corrective action where appropriate in liaison with the Group Manager.7. To build positive relationships with other staff and colleagues.8. To inform the Group Manager of any changes in the operational environment including customer satisfaction issues.9. Responsible for the overall management of the Emergency Planning service, including financial and business planning, and the supervision, training and development of staff.10. Act as Lead Officer for the County Council on Safety of Sports Grounds matters, including chairing Safety Advisory Groups,	Key Accountabilities <ol style="list-style-type: none">1. Specified service targets within agreed resources2. Effective supervision of staff to secure high levels of performance3. Effective management and deployment of an identified budget4. Alert the Group Manager of issues that could affect performance5. Effective regulation of sports grounds safety in Nottinghamshire6. Ensuring that the County Council's emergency planning is based on appropriate and complete risk assessments7. Ensuring that the County Council has an effective major emergency response capability8. Implementing plans and procedures appropriately in response to emergencies and business continuity incidents.9. Provision of appropriate and timely advice to senior NCC managers at multi-agency Strategic, Tactical or Recovery coordinating groups during emergency response.	

taking regulatory action where required and ensuring that statutory requirements are met in full.

11. Establish and maintain close liaison with senior representatives of the emergency services, government departments and agencies, utilities and other local service providers, to promote the development of integrated emergency planning.
12. Ensure that senior officers of all County Council Departments are fully advised on plan preparation, training and the executive action essential for effective local authority response in a major incident.
13. Prepare and maintain statutory emergency plans as required for specific hazards, such as major accident hazard pipelines and certain industrial operations.
14. Prepare and maintain discretionary and generic emergency response plans to enable effective response to any major emergency.
15. Ensure that all County Council Departments are supported appropriately in their preparation of Business Impact Analyses and Business Continuity Plans, including the identification of critical functions, recovery priorities and objectives.
16. Responsible for the preparation and delivery of an effective training programme, including presentations, training events, response exercises and seminars, to underpin the maintenance of Emergency Response and Business Continuity Plans.
17. Provide authoritative professional advice on developments and lessons learned in Emergency Planning, Business Continuity, Counter Terrorism and the Safety of Sports Grounds, to Elected Members, chief officers and senior managers.
18. Ensure that the County Council's Emergency Centre facilities and other emergency response systems provide an effective emergency response capability.

10. Representing the County Council appropriately in the work of a Tactical Coordinating Group during an emergency

19. Participate in the "Duty Rota" scheme for out-of-hours emergency response, and provide managerial point of reference for Emergency Planning Officers when they are on duty
20. Deputise for the Group Manager when required, carrying out the essential responsibilities and functions of that post.
21. Lead and coordinate the emergency planning team's response to an emergency, including opening and managing the County Council Emergency Centre when necessary.
22. Ensure appropriate and effective emergency planning collaboration with Borough and District Councils through the implementation of service level agreements.
23. Act as the County Council's representative at emergency response centres or groups established to coordinate multi-agency emergency response.

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

1. Evidence of continuous professional development.
2. Knowledge and understanding of the main issues affecting the service area.
3. Extensive knowledge and experience of emergency planning and business continuity.
4. Thorough understanding of issues related to safety of sports grounds and events.
5. Knowledge of the principles and practice of:
 - effective people management;

Personal skills and general competencies

9. Can demonstrate the abilities to lead the team toward key outcomes, able to provide a positive example by working efficiently, thinking about and taking action to anticipate opportunities and deal with emerging issues.
10. Able to empower staff to develop ideas for increasing efficiency, managing the team to be ambitious but realistic in achieving the highest possible performance levels.

<ul style="list-style-type: none"> ● excellent customer service; ● appropriate risk management; ● budget management (where budgetary responsibility is devolved to the team manager) <p>6. Project management, presentational and training skills.</p> <p>7. Educated to degree level with a relevant qualification in emergency planning</p> <p>8. Excellent computer skills and knowledge of all relevant software</p>	<p>11. Ability to identify issues that could impact on service delivery and develop a number of options to mitigate these issues</p> <p>12. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.</p>
<p>Experience</p> <p>13. Minimum 5 years experience within the service area</p> <p>14. Experience of planning and organising team work or co-ordinating complex activities</p> <p>15. Experience of working with and leading multi-agency project teams to deliver shared objectives</p> <p>16. Experience of multi-agency emergency response.</p>	
<p>Role Dimensions</p> <p>17. Ensuring the County Council's resilience to disruptive challenges (supporting all County Council services and functions in emergency and business continuity planning and response).</p> <p>18. Managing the emergency planning team, and direct effective deployment of County Council resources during emergencies.</p> <p>19. Support senior staff from partner organisations in multi-agency arrangements for responding to major incidents and emergencies</p> <p>20. Manage the emergency planning team budget, including financial relationships with partner organisations</p> <p>21. Safeguard the County Council's overall financial position by means of effective emergency planning</p> <p>22. Contribute to the Nottinghamshire economy by means of effective arrangements for the safety at sports grounds.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date