

Title <i>Emergency Planning Officer</i>	Department <i>Place</i>	Post Ref.
<p>Job Purpose To create, maintain and validate emergency response and business continuity arrangements on behalf of Nottinghamshire County Council.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Prepare and maintain statutory emergency plans as required for specific hazards, such as major accident hazard pipelines and certain industrial operations. 2. Prepare and maintain discretionary and generic emergency response protocols to enable effective response to any major emergency. 3. Establish and maintain close liaison with relevant local, regional and national government bodies and service providers. 4. Establish and support multi-agency working groups to develop and maintain specific aspects of major emergency response. 5. Assist in ensuring that County Council departments and District Councils are fully advised on plan preparation, training and the executive action essential for effective local authority response in a major incident. 6. Assist County Council departments in their preparation of business impact analyses and appropriate business continuity contingency plans, including the identification of critical functions, recovery priorities and objectives. 7. Keep abreast of developments and lessons learned in emergency planning and business continuity, and assist in advising elected members, chief officers and senior managers on relevant changes. 8. Assist in identifying and fulfilling emergency response and business continuity training needs within the County Council, and in collaboration with external partners. 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. To promote the development of effective multi-agency emergency planning in Nottinghamshire. 2. Accountable for the achievement of specific objectives identified in the emergency planning team service plan. 	

9. Prepare, organise and deliver exercises to test the effectiveness of emergency response and business continuity plans.
10. Assist in the continuing development of the County Council's emergency centre and associated communication facilities to maintain an effective emergency control and coordination facility.
11. Participate in the 'duty rota' scheme for out of hours emergency contact with the emergency planning team.
12. Implement, as required, agreed procedures in the event of an incident alert or actual emergency, and to act as the County Council's representative, as necessary, at centres 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. Educated to a good standard (5 GCSEs grade A-C or equivalent)

Tier 7 – Experienced / Professional Staff

Personal skills and general competencies

<ul style="list-style-type: none"> 2. University degree (or equivalent experience / education) 3. Clear understanding of the essential principles of emergency planning 4. Awareness of the main services provided by local authorities in normal times and during times of emergency. 5. Excellent ICT skills including good knowledge of standard computer software packages such as Microsoft Office. 6. Possessing a full driving licence and have access to a car. 	<ul style="list-style-type: none"> 7. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 8. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 9. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 10. Ability to meet agreed objectives and delivery targets by the effective use of resources. 11. Project management skills. 12. Clear and persuasive communication skills, both verbally and in writing. 13. Ability to deliver effective presentations and training events. 14. Ability to organise effective events and meetings. 15. Ability to establish and maintain effective professional relationships with a wide range of people. 16. Able to work as a member of a multi-disciplinary team 17. Willingness to work non-standard hours, if required, including participation in an out of hours duty rota.
<p><i>Experience</i></p> <ul style="list-style-type: none"> 18. Experience of coping with a wide range of tasks and competing priorities. 	
<p><i>Role Dimensions</i></p> <ul style="list-style-type: none"> 19. Responsible for creating, maintaining and validating emergency response and business continuity arrangements for Nottinghamshire County Council, and close liaison with external partners to promote the development of effective multi-agency emergency planning. 20. No budget management responsibility 21. No day to day line management responsibility, but occasional responsibility for supervising volunteers as part of emergency response exercises and actual emergency response. 	

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Date 18/10/2016

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