

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

<p>taking regulatory action where required and ensuring that statutory requirements are met in full.</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>13. Prepare and maintain statutory emergency plans as required for specific hazards, such as major accident hazard pipelines and certain industrial operations.</li> <li>14. Prepare and maintain discretionary and generic emergency response plans to enable effective response to any major emergency.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>18. Ensure that the County Council's Emergency Centre facilities and other emergency response systems provide an effective emergency response capability.</li> </ol>	<ol style="list-style-type: none"> <li>10. Representing the County Council appropriately in the work of a Tactical Coordinating Group during an emergency</li> </ol>
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<p>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</p> <p>20. Deputise for the Group Manager when required, carrying out the essential responsibilities and functions of that post.</p> <p>21. Lead and coordinate the emergency planning team's response to an emergency, including opening and managing the County Council Emergency Centre when necessary.</p> <p>22. Ensure appropriate and effective emergency planning collaboration with Borough and District Councils through the implementation of service level agreements.</p> <p>23. Act as the County Council's representative at emergency response centres or groups established to coordinate multi-agency emergency response.</p>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b><i>Person Specification</i></b>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Evidence of continuous professional development.</li> <li>2. Knowledge and understanding of the main issues affecting the service area.</li> <li>3. Extensive knowledge and experience of emergency planning and business continuity.</li> <li>4. Thorough understanding of issues related to safety of sports grounds and events.</li> <li>5. Knowledge of the principles and practice of: <ul style="list-style-type: none"> <li>• effective people management;</li> </ul> </li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>

<ul style="list-style-type: none"> <li>• excellent customer service;</li> <li>• appropriate risk management;</li> <li>• budget management (where budgetary responsibility is devolved to the team manager)</li> </ul> <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><b>Experience</b></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><b>Role Dimensions</b></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