

<b>Title</b> <b>Emergency Planning Officer</b>	<b>Department</b> <b>Place</b>	<b>Post Ref.</b>
<b>Job Purpose</b> To create, maintain and validate emergency response and business continuity arrangements on behalf of Nottinghamshire County Council.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. Prepare and maintain statutory emergency plans as required for specific hazards, such as major accident hazard pipelines and certain industrial operations.</li> <li>2. Prepare and maintain discretionary and generic emergency response protocols to enable effective response to any major emergency.</li> <li>3. Establish and maintain close liaison with relevant local, regional and national government bodies and service providers.</li> <li>4. Establish and support multi-agency working groups to develop and maintain specific aspects of major emergency response.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>8. Assist in identifying and fulfilling emergency response and business continuity training needs within the County Council, and in collaboration with external partners.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. To promote the development of effective multi-agency emergency planning in Nottinghamshire.</li> <li>2. Accountable for the achievement of specific objectives identified in the emergency planning team service plan.</li> </ol>	

<p>9. Prepare, organise and deliver exercises to test the effectiveness of emergency response and business continuity plans.</p> <p>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.</p> <p>11. Participate in the 'duty rota' scheme for out of hours emergency contact with the emergency planning team.</p> <p>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.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

***Person Specification***

<b><i>Education and Knowledge</i></b>	<b><i>Personal skills and general competencies</i></b>
<p>1. Educated to a good standard (5 GCSEs grade A-C or equivalent)</p> <p>Tier 7 – Experienced / Professional Staff</p>	

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

Tier 7 – Experienced / Professional Staff

Date 18/10/2016

Tier 7 – Experienced / Professional Staff