

<b>Title</b> <b>Group Manager - Emergency Planning &amp; Registration</b>	<b>Department</b> <b>Place</b>	<b>Post Ref.</b>
<b>Job Purpose</b> Ensures delivery of identified services (directly provided, commissioned or jointly delivered) including accountability for delivering priorities and achieving targets using the resources allocated to those services.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To lead and manage the Emergency Planning and Registration Group</li> <li>2. To act as an exemplar for the Council's vision and values at all times.</li> <li>3. Production of and delivery of service plans including agreeing targets with their Service Director</li> <li>4. Delivering the services within the performance targets in the service plan/s</li> <li>5. Reporting changes in the operating environment where these require amendment of the service Plan</li> <li>6. Fulfilling all duties to effectively manage the performance of and ensure the welfare of all staff in services</li> <li>7. Providing timely and accurate information about customers including data on future trends</li> <li>8. To lead manage and promote Emergency Planning and Registration Services.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Delivering services agreed in the service plan within agreed resources; including targets for improving efficiency and customer satisfaction</li> <li>2. Staff performance within the services managed</li> <li>3. Delivering services within the allocated budget.</li> <li>4. Accountable for all budgets within the Group including ensuring that budgets are managed effectively.</li> <li>5. Taking decisive action and reporting issues where unforeseen events impact on service delivery targets</li> <li>6. Providing data about customers and the operating environment</li> <li>7. Meeting statutory or regulatory standards that apply to the services managed</li> <li>8. Represent the County Council on the Local Resilience Forum and related bodies (established under the Civil Contingencies Act, 2004) in support of the Chief Executive.</li> <li>9. Establish Statutory and Generic major emergency</li> </ol>	

	<p>response plans and management tools to enable the County Council to respond swiftly and effectively, in close concert with external partners, to major emergencies and disasters affecting Nottinghamshire.</p> <ol style="list-style-type: none"> <li>10. Establish and maintain close liaison with principal officers of appropriate external partners and stakeholders involved in emergency response, including the emergency services, District Councils, voluntary organisations, and others, to ensure that emergency plans are integrated.</li> <li>11. Fulfil the County Council's emergency planning and response responsibilities contained in legislation including: Civil Contingencies Act, 2004, The Local Government Act 2000, Control of Major Accident Hazards (COMAH) Regulations, 1999, Pipeline Safety Regulations, 1996, Radiation (Emergency Preparedness and Public Information) Regulations, 2001, and the Fire Safety and Safety at Sports Grounds Act.</li> <li>12. Fulfil the County Council's commitments under Service Level Agreements for the provision of Emergency Planning Services established with each of the Borough and District Councils in Nottinghamshire.</li> <li>13. Implement the County Council's Strategies for Integrated Emergency Management and Business Continuity, including the maintenance of a robust 24 hour, 365 days per year emergency response capability.</li> <li>14. Maintain and support the General Safety Certificates for Nottingham Forest and Mansfield Town Football Clubs, Nottinghamshire County Cricket Club, and five Regulated Stands at other grounds.</li> <li>15. Develop Business Continuity Management arrangements that facilitate resilience against business interruptions across the County Council, ensuring critical services do</li> </ol>
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	<p>not cease in the face of adversity.</p> <p>16. Provide training and exercises to ensure that County Council staff are ready and able to implement plans.</p> <p>17. Support departments and processes of the County Council in the management of significant business risks and facilitate the fulfilment of the Risk Management requirements placed on the County Council.</p> <p>18. Respond correctly and decisively in a major emergency</p>
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

### ***Person Specification***

<b><i>Education and Knowledge</i></b>	<b><i>Personal skills and general competencies</i></b>
<ol style="list-style-type: none"> <li>1. Management qualification or equivalent experience i.e. M.Sc. Disaster Management, B.SC. International Disaster Engineering &amp; Management, B.SC. Development &amp; Health in Disaster Management, Diploma in Emergency Planning, Science-based Honours Degree</li> <li>2. Managerial qualifications and experience, including previous line management of Emergency Planning Officers.</li> <li>3. Full Member of the Emergency Planning Society.</li> <li>4. Comprehensive working knowledge of local authority and emergency services structures, and the roles and responsibilities of all organisations and agencies that have a part to play in major emergency response.</li> <li>5. Ideally a knowledge of the structure and procedures of the Registration Service.</li> <li>6. Knowledge of Risk Management theories and practice.</li> <li>7. Evidence of continuous professional development.</li> </ol>	<ol style="list-style-type: none"> <li>11. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on service outcomes.</li> <li>12. Strong interpersonal skills enabling the post holder to provide purpose and direction to others in a changing environment to ensure effective engagement with customers, staff and other key stakeholders.</li> <li>13. Ability to make decisions and solve problems in a changing and complex service environment, involving planning solutions and prioritising personal and service resources</li> <li>14. Ability to meet agreed broad service objectives and delivery</li> </ol>

Tier 4 – Group Manager

<div>8. Comprehensive knowledge of the main issues and influences affecting the service area.</div> <div>9. Detailed knowledge of main issues and influences affecting the services allocated to this post.</div> <div>10. Comprehensive knowledge of the principles and practice of:<ul style="list-style-type: none"><li>• effective people management;</li><li>• excellent customer service;</li><li>• continual improvement using an evidence – based approach; and,</li><li>• appropriate risk management.</li></ul></div>	<div>targets through the organisation of human, physical and financial resources.</div>
<div><b>Experience</b></div> <div>15. Minimum of 10 years experience of service delivery, including resource planning, performance management and effective and efficient delivery, in a relevant service area.</div> <div>16. Significant experience of leading changes in a service delivery environment with responsibility for direction of a service involving the co-ordination and integration of a number of sub functions</div> <div>17. First hand practical experience of the local authority response to major emergencies,</div> <div>18. Emergency Plan preparation, training, communications, simulation exercises and Information Technology applications.</div> <div>19. Ideally to have practical experienced in giving interviews to local, national and international media in normal times and at times of emergency.</div> <div>20. Accomplished leader, including during planning and preparation for emergencies and during the response to emergencies.</div>	
<div><b>Role Dimensions</b></div> <div>21. Responsible for the management of and promote the Emergency Planning Team, Registration and Celebratory Services..</div> <div>22. to fulfil the County Council’s legal and moral responsibilities to plan, prepare and respond effectively, in major emergencies, to safeguard the people, property and environment of Nottinghamshire.</div> <div>23. Lead responsibility for the Council’s statutory role in Civil Protection, including developing and managing collaborative Partnerships in emergency management, and determining the hazards and risks that could give rise to a major emergency in Nottinghamshire and</div>	

for which emergency planning is required.

24. Lead responsibility for development and facilitation of Corporate Risk Management processes, to ensure that all County Council services take account of, and manage effectively, the major risks they face, and to satisfy the relevant aspects of the Comprehensive Performance Assessment.
25. Lead responsibility for the establishment, maintenance, and implementation of effective Business Continuity Management arrangements, to ensure County Council services are resilient to business interruptions, and that vital aspects of critical services can continue at all times.
26. Lead responsibility for the Council's statutory function for the Safety of Sports Grounds, including for the Council's responsibilities for the safety of major crowd events. Also, responsibility to authorise General Safety Certificates for major sports grounds such as Trent Bridge Cricket Ground and Nottingham Forest Football Ground.
27. Responsible for fulfilling the legal responsibilities of 'Proper Officer for Registration Services', and to lead and manage Registration Service staff and function to ensure the effective delivery of a Registration Service for births, stillbirths, marriages, civil partnerships and deaths, including lead responsibility for the approval of premises for registration purposes. Lead responsibility for the delivery of Citizenship Ceremonies and for the delivery of a range of innovative and customer-focussed, non-statutory Celebratory Ceremonies.
28. Lead responsibility for the Council's role in respect of the HM Coroners service.
29. Budget responsibility: Gross £2M. Income £1.5M

Date: July 2022