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## Job Description

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| **Department:** | Place and Economy |
| **Division/Section:** | Housing and Communities |
| **Job Title:** | Emergency Planning Manager |
| **Post No:** | TBC |
| **Grade:** | 14 |
| **Reports to:** | Service Director Housing and Communities |
| **Organisation Chart:**  **Show immediate manager and any jobs reporting to this post.** | Service Director  Housing & Communities  Emergency Planning Manager  Principal Emergency Planning Officer |
| **DBS Check applicable?** | **Basic**  **Standard**  **Enhanced**  **None** |
|  | **Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**  **Yes**  **No** |
| **Line Management responsibility for:** | **No. of direct reports:** 1  **No. of indirect reports:** 0 |
| **Size of budget:**  (Per annum) | Accounting for a budget of £3,000,000. |
| **Job Purpose:** | 1. To lead, manage and direct the operation of the Emergency Planning Team in its role leading and advising on the production, testing and maintenance of arrangements to ensure the council can respond effectively to a major or critical incident or business disruption. 2. To carry out this role in accordance with the relevant legislation – particularly our responsibilities as a Category One responder under the Civil Contingencies Act and our responsibilities for Public Health, being the councils’ senior lead professional in all matters related to emergency planning and business continuity. 3. Provide strong and effective leadership and direction for the councils’ leadership team, and other council-wide senior professional leads, to ensure they are equipped to fulfil their duties as strategic and tactical leads in the event of an emergency or business disruption. 4. Be the councils’ senior professional lead in working with other senior colleagues and chief officers in our role as a Category One member of the multi-agency Local Resilience Forum for Peterborough. |

### **Main Duties and Responsibilities:**

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| * Lead and manage the delivery of the emergency management function in accordance with statute, regulation, codes and practice, including the development of an annual service plan and the development, validation and implementation of emergency and business continuity plans, establishing the corporate approach and providing support for individual services. * Lead and manage the co-ordination across a range of organisations to ensure preparedness for, and response to, emergencies that present a risk to the public’s health. Providing assurance to the Director of Public Health that planning is in place across local government, the NHS Trusts and other relevant bodies for emergencies and incidents that impact on the health of the public. Liaising with NHS England, the UK Health Security Agency and other bodies as required and linking on a regular basis with the relevant members of the Public Health team, particularly those involved in health protection. * Lead, develop and maintain an integrated approach to resilience to promote the response and recovery capabilities of both authorities in all situations ensuring that there are effective responses to any major incident including planning and overseeing exercises to test the Major Incident Plans. * Lead, develop, maintain and test a comprehensive set of business continuity plans, including the business continuity of partners whose work is core to the delivery of council services. These plans need to deal with a range of scenarios that may disrupt the business, from IT system failure to severe damage to HQ buildings, these plans must ensure that critical council services can be maintained throughout and in the period immediately following the disruption until business as usual can be restored. * Lead, direct and ensure the effective delivery of specific local authority responsibilities with regard to Control of Major Hazards (COMAH), Major Accident Hazard Pipeline (MAHP),Radiation Emergency Preparedness and Public Information (REPPIR) and any other statutory requirements. * Be the budget holder for the team, being accountable and responsible for planning and monitoring of all related income and expenditure ensuring that budget forecasts are achieved. * Lead and direct the relationship with resilience partners in the Cambridgeshire and Peterborough Local Resilience Forum, including relationships with regional and national partners. Undertake a significant role in the direction and development of the Forum, supporting agreed national, regional and local projects and contributing directly to its governance and management, ensuring that all local government and public health emergency planning and resilience issues are identified and addressed through the Local Resilience Forum. * Lead, manage and participate in the emergency response provision of the team in line with the requirements of both authorities, providing the first point of contact for the emergency services in the event of any incident. Ensure that procedures are current and effective, and that the 24/7 provision is fully operational, including call out, log maintenance, the operation and maintenance of emergency operations centre facilities and the link to the Strategic and Tactical Management Teams on call across all relevant services, including Highways, Adults and Children’s social care, and Public Health. * Be the senior, lead professional providing strategic advice and guidance on all issues pertaining to emergency planning and business continuity. Reporting to the Service Director for Housing and Communities, interacting with and where appropriate leading and managing the expectations of the Corporate Leadership Team, Service Directors and elected Members as a matter of course, deputising for the Service Director as required. * Provide the day to day strategic and operational management of the Emergency Planning Team, including oversight of critical work such as communicating the vision, objectives, and values of the council and relating these to the working practice and delivery of the team. * Demonstrate an awareness and understanding of equality, diversity and inclusion. | |
| **Generic Responsibilities:** | To carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy.  To comply with all Health & Safety at work requirements as laid down by the employer.  The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. |
| **Flexibility Clause:** | Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments. |
| **Variation Clause:** | This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.  In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation. |

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| **DATE:** November 2024 |  | **COMPLETED BY:** | Rob Hill |

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## Person Specification

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| **Job title:** | Emergency Planning Manager | **Directorate:** | Place and Economy |
| **Grade:** | 14 | **Service / Team:** | Housing and Communities |
| **Date:** | November 2024 | **Completed by:** | Rob Hill |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **KNOWLEDGE** | * Advanced strategic and operational knowledge of emergency planning and business continuity. * Advanced procedural knowledge of emergency planning and disaster mitigations. * Advanced knowledge and understanding of the statutory and regulatory requirements of local authorities in relation to emergency planning and business continuity | Essential    Essential  Essential |
| **SKILLS & ABILITIES** | * Ability to effectively lead and plan work and ensure that multiple customer commitments are fulfilled * Excellent communication and influencing skills with the ability to use a variety of styles to suit different audiences, whether in written or verbal form, including preparing and giving presentations. * Ability to lead, influence and negotiate effectively in the context of rapid change * Understanding of the management of risk, at a national, regional and local level, in the context of Emergency Planning and Business Continuity * Understanding of financial planning, monitoring and budget management * Ability to think creatively and objectively, working effectively whilst making decisions under pressure * Understanding and application of project management techniques and processes * Able to continue to deliver core services in an environment of rapid change | Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Essential |
| **EXPERIENCE** | * Advanced experience of leading and managing teams, including multi-agency teams, within a complex organisation or complex operating environment * Demonstrable experience of team management within a multi-disciplinary organisation and management of projects/teams across a range of partner organisations with a proven track record of effective delivery. * Experience of marshalling and directing resources in an emergency incident * Direct, senior experience of having to deal with and influence others in emergency situations including knowledge and understanding of the role of partner organisations in emergency situations * Demonstrable experience of leading continual improvement across an Emergency Planning or related service * Experience of assessing individual and team performance, identifying where and how improvements are to be made and leading the implementation of change, that can be substantiated through mechanisms such as performance measures/indicators. * Experience of developing and leading training for senior leaders and Members * Ability to translate the requirements of senior officers, service leads and Members into accessible and effective training so there is a clear understanding of their roles and responsibilities in the context of an emergency. * Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. * Ability to contribute towards our commitment of becoming a net zero organisation. | Essential  Essential  Essential  Essential  Essential  Essential  Desirable  Desirable  Essential  Essential |
| **QUALIFICATIONS** | * Degree Level qualification in relevant discipline * Emergency planning and business continuity training * Professional qualification in emergency planning/disaster management or significant vocational training in an emergency planning or relevant discipline * Management qualification | Essential  Essential  Essential  Desirable |
| **EQUALITY** | Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I) |  |
| **CUSTOMER CARE** | Knowledge and understanding of effective customer care (A & I) |  |

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*