

Job Description

Department:	Place and Economy
Division/Section:	Housing and Communities
Job Title:	Principal Emergency Planning Officer
Post No:	TBC
Grade:	11
Reports to:	Head of Emergency Planning
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Service Director Housing & Communities</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Head of Emergency Planning</div> <div style="border: 1px solid black; padding: 5px;">Principal Emergency Planning Officer</div> </div>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget: (Per annum)	No budget responsible.
Job Purpose:	<ol style="list-style-type: none"> 1. To be a senior professional in all matters related to emergency planning and business continuity, and to assist in the management of the Emergency Planning Team. 2. To assist with the strong and effective management and direction of the Emergency Planning Team. 3. To assist in oversight of the programme to implement, monitor and review those Local Authority Functions required by legislation, regulation, directive and codes of practice. Including, but not limited to responsibilities with regard

	<p>to COMAH, MAHP and REPIR.</p> <ol style="list-style-type: none"> 4. To help to develop and maintain an integrated approach to emergency planning ensuring an effective response in all scenarios. 5. To oversee and direct specific parts of the authority's programme delivering effective partnership working, locally, regionally and nationally, developing effective plans and preparations to respond to major incidents and business disruptions. To direct some of the responsibilities with regard to the business continuity programme, public health emergency planning responsibilities and the Community Risk Register. 6. To deputise for the Head of Emergency Planning in all issues pertaining to emergency planning, business continuity and management of the service, and interact with CLT and elected Members of the authority as required.
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Main Duties and Responsibilities:

	<ul style="list-style-type: none"> • Manage the delivery of elements of the emergency planning function for the authority, including the development, validation and implementation of emergency and business continuity plans, whilst understanding the corporate direction of the authority, actively promoting the corporate approach, and supporting individual services. • To liaise and work closely with partners, health authorities, government agencies and other external key stakeholders on all aspects of emergency planning to support the co-ordinated approach to Emergency Planning in Peterborough. • Provide specialist professional direction and oversight with regard to the emergency planning activities undertaken by the team on behalf of the Director of Public Health • Deputise for the Head of Emergency Planning as required, to provide management of the team, its operational response, projects, and support to Directors and the Corporate Leadership Team during the response to any incident and consistently assist in the strong and effective management and direction of the team throughout. • Support the Emergency Planning Manager with the development and implementation of business continuity plans. • Provide sound intelligence and options-based advice for senior officers of the council in the preparation and response to incidents. • Undertake commitments within the provision of the 24/7 operational response, supporting and directing the activity of more junior colleagues. Maintaining the operational system, and providing professional specialist knowledge in support of the EPM during any incident response, and exercising judgement as to the nature and extent of the response required • Undertake a pivotal role in the development and delivery of Emergency Planning and Business Continuity training delivered to senior officers of the council, and develop, plan and oversee delivery of exercises to validate internal and partnership plans • Contribute significantly to the operation and development of Cambridgeshire and Peterborough Local Resilience Forum, oversee significant forum projects, ensuring that they are in line with the corporate direction of the authority. • Contribute to and oversee the ongoing development of systems to record issues, decisions and supporting contextual details during the response to emergencies, to support any subsequent legal challenge or financial claim • Promote and develop the team's collaborative working with directorates and external partners • Demonstrate an awareness and understanding of equality, diversity and inclusion. • Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>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.</p>
Flexibility Clause:	<p>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</p>

	comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>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.</p> <p>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.</p>

DATE: November 2024

COMPLETED BY: Rob Hill

Person Specification

Job title:	Principal Emergency Planner	Directorate:	Place and Economy
Grade:	11	Service / Team:	Housing and Communities
Date:	November 2024	Completed by:	Rob Hill

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Substantial strategic, tactical and operational response knowledge with regard to emergency planning and business continuity Comprehensive and detailed knowledge of the statutory framework governing local authority responsibilities with regard to emergency planning and business continuity Comprehensive and detailed knowledge of the roles and responsibilities of Category 1 & 2 responders, and other relevant partners during emergencies 	Essential Desirable Essential
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to lead and plan the work of elements of a team within the established programme Excellent communication skills with the ability to suit the style to the audience as necessary Ability to think objectively, work effectively, and make decisions in situations of great pressure Ability to lead, guide, support and develop junior colleagues during routine activity, and especially in pressured responses to incidents Ability to operate the team in support of partnership working, understanding the appropriate commitment of county council resources 	Essential Essential Essential Essential Essential
EXPERIENCE	<ul style="list-style-type: none"> Experience of leading and directing multiagency teams during the planning and/or response to major incidents Experience of working under the pressures of 	Essential

	<p>the response to a major incident</p> <ul style="list-style-type: none"> • Experience of leading and delivering projects within timescale and budget • Experience of obtaining and directing resources during a major incident 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
QUALIFICATIONS	<ul style="list-style-type: none"> • Emergency Planning degree • Emergency Planning or related master's degree • Emergency Planning or related Post Graduate qualification 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • 	
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.]*