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| Designation: | Emergency Planning/Business Continuity Officer |
| Grade: | Stroud 5 |
| Hours: | 37 hours per week |
| Location: | Ebley Mill |
| Job Purpose: | Responsible for the delivery of and to provide a comprehensive emergency planning service, including the business continuity management framework for the council in line with the Civil Contingencies Act 2004. To support the Monitoring Officer in the coordination of responses to Emergency planning/ Business Continuity. |
| Responsible to: | Head of Community Services |
| Responsible for: | None |

KEY DUTIES

- To be responsible for preparing contingency plans, procedures and policies based on risk assessment and as directed by the Head of Community Services / Monitoring Officer to ensure that effective and efficient measures are in place to protect the people of Stroud District
- To be responsible for the maintenance and review of existing plans, procedures and policies to an agreed programme to ensure plans remain accurate and up to date
- To assist with the design and delivery of training courses and exercises to ensure that Stroud District Council staff and those of other partner responder agencies and other voluntary agencies are ready to respond in the event of an emergency
- To administer any budgets, resources and equipment related to the provision of the Emergency Planning service
- To monitor partnership or service agreements/contracts, as appropriate against service standards
- Identify and apply for grants that may be available to enhance community projects
- To be a member of the Service Management Team and ensure service delivery and performance is delivered to a high & measurable standard
- To work in partnership with internal and external teams and agencies and attend multi-agency meetings when required
- To act as the Deputy District Emergency Planning Liaison Officer

SKILLS AND KNOWLEDGE

- Knowledge of the principals of Business Continuity Management and Emergency Management
- Knowledge of current legislation influencing emergency management in the UK, including good practice in business continuity management
- A good level of general education
- Ability to manage own time, large workloads with the ability to prioritise
- Be organised, accurate with good attention to detail
- Experience of creating and delivering training courses and exercises
- Excellent communication skills
- Experience of staff supervision
- Working with the partners and the public and applying communication, negotiation dispute resolution and other skills to resolve issues raised
- Writing and presenting reports.
- Experience of dealing with people in challenging situations.
- Work subject to deadlines involving changing problems, circumstances or demand
- To keep abreast of legislation, government initiatives and policy with regard to civil emergencies of any sort

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

- To continually implement ideas for income generation
- Able to review work, projects and issues in an innovative manner seeking to find effective solutions and efficiency savings minimising the impact on service delivery.
- To lead a team creating a positive team spirit and a team motivated by your drive and creativity to deliver excellent services

Creativity is a feature of the job but exercised within the general framework of recognised procedures.

JUDGEMENT AND DECISIONS

- Experience of making effective decisions, taking into account, risk, H&S, financial and other relevant factors.
- Judgements and decisions will impact on the lives of customers, in some case very significantly. Making the right decision, based on a thorough and high quality investigation is crucial, as error can lead to challenge and other impact

Work carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Situations where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Responsible for Emergency Planning equipment and PPE. Responsible for the accurate handling and security of small sums of cash and cheques or financial resources.

TRAVEL DESIGNATION

Mileage travelled on Council business will be reimbursed at the HMRC rate in accordance with the Council's Travel and Subsistence Policy.

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives
- To work with colleagues across the organisation as required in support of organisational goals

- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality Scheme
- To undertake all training and development initiatives as required
- To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act
- Requirement to attend evening and weekend events/meetings
- To respond to emergencies/bad weather, by ensuring the services areas are able to continue delivery or make arrangements for their suspensions and informing the public
- To work within the requirements of the Council's Environmental Policy and Management System
- To be on call on specified evenings and weekends in accordance with the rota drawn up for the service area
- To undertake any appropriate duties to meet the Council's obligations under the Civil Contingencies Act
- DBS Check required

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.