

JOB DESCRIPTION

JOB TITLE: Emergency Planning Officer **POST NO:** AAA/24
SERVICE: Legal Administration and Estates **SECTION:** Administration
GRADE: 8 **CAR ALLOWANCE:** Casual
POLICE CHECK: Yes

PURPOSE OF THE JOB:

Emergency Planning

To support the Council's resilience planning and emergency response internally and externally by the preparation of risk assessments, emergency plans, exercises and training events and maintenance of equipment and materials to ensure that the Council complies with its statutory obligations under the Civil Contingencies Act and can respond efficiently and effectively.

DIRECTLY RESPONSIBLE TO: Assistant Head Administration/District Emergency Planning Officer

DIRECTLY RESPONSIBLE FOR:

LIMITS OF AUTHORITY; See attached sheet.

MAIN DUTIES AND RESPONSIBILITIES:

Emergency Planning

All tasks to be undertaken in conjunction with the Joint Emergency Planning Officer.

To regularly review, update and disseminate the Legal, Administration and Estates Service Recovery Plan consulting with senior managers and section leaders within the Service.

To advise the Head of Service, senior managers and section leaders on best practice for disaster recovery planning.

To produce and maintain the Council's corporate emergency response and business recovery plans and procedures under guidance from the District Emergency Planning Officer.

To assist other Services within the Council in the production and maintenance of their Service Recovery Plans.

To be responsible for regularly reviewing and updating the content of the emergency planning pages on the Council's website.

To be a member of the Council's Emergency Planning and Response Team and participate in all aspects of the teams activities.

To prepare agendas, take and circulate minutes of Emergency Planning Team meetings.

To participate, as required, in multi agency exercises, training, meetings and other events.

To participate in designing, writing and delivering training exercises and other events for the Team.

To participate in fostering partnership working with Parish/Town Councils in the District by encouraging and assisting in the production of parish response plans and organisation of appropriate training events.

To participate in carrying out and recording risk assessments in relation to resilience planning for the District and to feed the results into the Community Risk Register maintained by Essex County Council.

To participate in compiling statistics and other evidence for performance management purposes in relation to resilience and emergency planning.

To deputise, as required, for the District Emergency Planning Officer for resilience and emergency planning and business continuity matters.

To undertake the full duties of the District Emergency Planning Officer on a shift basis during emergency incidents.

To represent the Council, as required, by attending meetings, giving presentations etc., in the promotion of resilience and emergency planning to partner agencies and outside organisations.

To be responsible for the operation of the emergency response vehicle and through regular checks ensure that at all times it is fully operational, fuelled and equipped for immediate deployment when required.

To be responsible for the operation and maintenance of the Private Mobile Radio system (PMR) including regular checks to ensure the equipment is fully serviceable and ready for use.

To be responsible for organising regular training on the use of PMR, Airwave radios and satellite telephone equipment for members of the team and staff volunteers.

To be responsible for conducting regular checks of all other stocks of emergency equipment and materials to ensure all are fully functional when required

To be responsible for organising shift rotas when the emergency response centre is operational including liaison with Heads of Service and senior managers in other Services for the emergency secondment of staff.

To carry out such other duties as may be required appropriate to the purpose of the post.

Management responsibilities

To act as a Service representative, as required, on corporate working parties and groups appropriate to the purpose of the post.

Responsibilities for Health and Safety

General responsibility as defined by Section 7 Health and Safety at Work Etc. Act 1974.

Responsibilities for Finance

As set out in the Limits of Authority page

POLITICALLY RESTRICTED POST: YES/NO

REHABILITATION OF OFFENDERS ACT 1974: EXEMPT/NOT EXEMPT

Signed: _____ Date: _____
(Head of Service)

Signed: _____ Date: _____
(Post Holder)

Signed: _____ Date of evaluation _____
(J.E. Panel)