

Job Description



Job Title: Corporate Resilience Advisor – Business Continuity	Service Area: Community Safety – Corporate & Community Resilience Team	
Directorate: Environment & Sustainable Transport	Post Number:	Evaluation Number:
Grade: PO5	Date last updated: June 2020	

Overall Purpose of Job

To act as the Council Resilience Advisor in support of the Council's Business Continuity and disaster-recovery arrangements and take part in the Duty Resilience Advisor rota.

To be the lead practitioner for business continuity for the Council, and as such will assist the Corporate Management Team (CMT) and Directors with corporate and directorate business-planning respectively, that reflects national and regional guidance, professional standards, good practice guidelines and evidence.

The post-holder will support the maintenance of the Council's Business Continuity Plan, its Business Continuity Corporate Risk Register, the Corporate Business Impact Analysis and Priorities and in doing so work with and give advice to the CMT.

The post holder will support the council's compliance with the Civil Contingencies Act 2004 through leading the development, prioritisation and delivery of appropriate business continuity planning, exercising and training, ensuring the Council is able to discharge its statutory responsibilities under the Act.

Job Context

The post holder reports to the Head of Corporate and Community Resilience.

1. Develop, maintain, or implement business continuity and recovery strategies and solutions, including corporate risk assessments, business impact analyses, and documentation of business continuity and recovery plans and procedures.
2. Plan, conduct, and debrief regular mock-disruption exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly.
3. Act as a coordinator for continuity efforts after a disruption event.
4. The post holder will be required to be on-call on rotation as Resilience Advisor, as part of the Council emergency response strategic arrangement.

5. The post holder must have a good working knowledge of relevant legislation and prominent guidance for Business Continuity Management, including the Civil Contingencies Act [2004], Expectations and indicators of Good Practice, Minimum Standards for London, Business Continuity Standards (BS25999/ISO22301) and the BCI's 'Good Practice Guidelines'.
6. To be the lead Council practitioner and provide specialist advice during a significant business-disruption incident, ensuring the Council have good business continuation and recovery plans in place.
7. To lead allocated projects to enhance the response and recovery capability and resilience of the Authority. These projects may involve the production and delivery of briefings, workshops, training and/or exercises to groups and/or senior individuals within the Council and borough.
8. To contribute to the development of effective regional and sub-regional arrangements for emergency response.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. To lead on delivering the Council's statutory duties as a Category One responder under the Civil Contingencies Act 2004, by assessing local risks and maintaining the Council's Business Continuity policy, the Council's Corporate Business Continuity Plan, its Business Continuity Corporate Risk Register, the Corporate Business Impact Analysis and Priorities.
2. Understand the different and diverse risks that exist within the council and ensure there is an up-to-date corporate risk register that fully reflects the council's foreseeable risks and that the Council's Business Continuity Plan is risk-based, with supporting capabilities that reflect the identified risks.
3. Undertake high level negotiations with Members, corporate and service directors, service managers, frontline staff and public sector agencies during day to day operations, as well as significant business-disruption situations.
4. To provide training, advice, and support to Directors and Heads of Service to enable them to take ownership of their own business continuity plans and improve the resilience of their services.
5. To deliver a programme of testing and exercises with services to validate business continuity plans and recovery arrangements in line with the Council's training and exercising cycle.
6. To lead on the identification of lessons from significant business disruption incidents, thereby ensuring continuous improvement.

7. To be responsible for the Corporate Risk Register, working with Directors and Heads of Service to ensure new risks are understood and are incorporated into Business Continuity Plans.
8. To lead the development of relevant corporate policies and strategies to ensure the Council meets its statutory responsibilities under 'The Act' and subsequent statutory and non-statutory guidance.
9. Work with internal and external stakeholders to ensure Business Continuity Plans, training and exercising are aligned to the objectives of services, the Corporate Management Team and the Council, and deliver the operational requirements.
10. Keep up to date with changes to legislation, standards and guidance and assess implications for LBN functions and services. Research and evaluate latest techniques and approaches and maintain up-to-date knowledge of best practice in the fields covered by the scope of the post.
11. Prepare and present reports, corporate documents, and presentations to senior managers, elected councillors, partnership bodies, organisational committees as directed/required.
12. To be part of the emergency response out of hours on-call standby rota and assist the Council in managing appropriate responses to emergencies in the Council and the borough.
13. To lead on coordinating specific risk-based cross-service working groups, to prepare capabilities and response.
14. To develop and promote corporate resilience by providing guidance and sharing information about preparing for service disruption with service leads through the Business Continuity Management Steering Group.
15. Support services to prepare Business Continuity Plans, in accordance with service risk-assessments, to ensure that services deliver critical functions and their own crisis response capabilities in the event of an emergency.
16. Manage and maintain the development of the register for Business Continuity Plans.
17. Develop, test and review Business Continuity Plans for critical services and manage the auditing of Business Continuity Plans across the Council.
18. Identify local best practice and share learning across the council, remove duplication, maximise compliance and improve quality of plans, working with service leaders to ensure that Business Continuity Plans are in place, compliant and fit for purpose.
19. Facilitate business continuity and recovery planning requirements for significant service disruptions, in conjunction with the Corporate Management Team.
20. To oversee and coordinate the strategic Business Continuity Management Steering Group and undertake secretariat duties for this group.

21. Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.
22. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post and which are appropriate to the grade.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: <ul style="list-style-type: none"> • Educated to degree level or higher or equivalent experience. • A demonstrable understanding of Emergency Planning & Business Continuity practices and requirements. 	Application Form Application Form/Interview/Test
EXPERIENCE: <ul style="list-style-type: none"> • Minimum of 5 years working at a management level in a Local Authority or comparable organisation. • Experience of working with a wide range of customers and partners to achieve a task. • Experience of providing briefings to senior stakeholders. • Experience of working under time pressures to meet deadlines. • Experience of budgetary management. 	Application Form/ Interview
SKILLS AND ABILITIES:	

<ul style="list-style-type: none"> • Knowledge of business continuity arrangements and principles of integrated emergency management. • Ability to quickly learn new skills and apply these. • Ability to provide practical and creative solutions to the delivery of business continuity requirements • Ability to attend the control centre in times of emergency, at short notice and outside of normal working hours. • Ability to take part in a rota of Duty Resilience Advisor, to respond to major incidents at very short notice. • Excellent verbal and written communications. 	<p>Application Form/ Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • Ability to establish good relationships with colleagues and stakeholders. • Ability to organise own workload and meet targets • Ability to maintain confidentiality with regard to secure data and communications. 	<p>Application Form/ Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Willingness and ability to work occasional evenings and weekends to maintain service delivery. • Some of the duties undertaken by this post may require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test. • This post is subject to a standard DBS check. • The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended • This post is exempt from The Rehabilitation of Offenders Act (1974) • To understand and comply with the requirements of the Health and Safety at Work Act 1974. • Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application. 	<p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>