

Job Description



Job Description

Job Title: Corporate Resilience Officer	Service Area: Community Safety – Corporate & Community Resilience Team	
Directorate: Environment & Sustainable Transport	Post Number:	Evaluation Number: 5419
Grade: PO1	Date last updated: April 2020	

Overall Purpose of Job

To assist and provide administrative support in the coordination, development and delivery of the Council's emergency planning and business continuity work streams, in compliance with relevant legislation and statutory regulations.

Job Context

- The post holder will report to Corporate Resilience Manager
- The post holder will be required to work some evenings, weekends and occasional public holidays in order to manage emergency incidents, and to represent the Council at meetings or training exercises
- The post holder will be required to participate in an emergency response rota, and to respond when required, to a major incident
- The post holder may be required to work remotely in the field or at any suitable office location.

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. It is not an exhaustive list of all tasks that may be required, and employees would be expected to carry out other reasonable duties which may be required from time to time.

Summary of Responsibilities and Personal Duties:

1. To support the maintenance and development of Emergency and Business Continuity Plans for the Council by conducting regular reviews with key stakeholders internally and externally and validating contact information.
2. To provide administrative support to the Corporate Resilience Manager with the planning and implementation of exercises to test the Council's emergency planning and business continuity arrangements.
3. To support the Corporate and Community Resilience Team with the planning and delivery of the arrangements for the Council's strategic management capability during an emergency, ensuring that the Council's response is effective and coordinated for delivering appropriate responses to emergencies in Newham, or as part of a pan-London response.
4. To support council departments with the development, training and testing of their Business Continuity Plans, and to prepare guidance, protocols and other documentation on behalf of the Council, as required by the Civil Contingencies Act 2004 and other relevant legislation.
5. To support the presentation and delivery of training and awareness events and prepare backup documentation when promoting Emergency Planning and Business Continuity to all Council staff, residents and businesses in Newham and provide advice when required.
6. To oversee the preparation of the Council's 'on call' rota arrangements for emergencies and to prepare and maintain the Council's Emergency Planning and Business Continuity training records.
7. To assist in the coordination of the Council's response to a major emergency and where required and to represent the London Borough of Newham when called upon to deal with any emergency situation in liaison with the emergency services.
8. To research relevant local and national issues and contribute to any reports that may be required, and maintain a level of knowledge so as to give advice and guidance to officers, residents and businesses operating in Newham, as appropriate.
9. To be responsible for maintaining and managing supplies of protective equipment and supplies, and leading on the issue of such stock (for example on-call grab bags, rest centre equipment and personal protective equipment).
10. To participate in joint working, cooperative action and effective liaison with other local authorities, central government, London Resilience, emergency services, other Category 1 & 2 responders, faith groups, community groups and voluntary agencies to promote emergency planning and business continuity.
11. To review and update the Borough's multi-agency documentation and plans and maintain internal and external contacts for Emergency Planning and Business Continuity purposes.
12. To contribute to the comprehensive risk assessment process, ensuring key control and mitigation measures are recorded and updated in the Borough

Risk Register and Council Business Continuity arrangements.

13. To support the council's alert system and be involved in sending out messages to Council officers and external stakeholders at the request of the Corporate Resilience Manager.
14. To ensure that adequate records and suite of Council emergency response capability plans are maintained to enable the efficient activation and operation of the council's emergency plan, and to ensure appropriate records are maintained for post incident evaluation, enquiries and debriefings.
15. Support the coordination of the Borough Resilience Forum (BRF) and maintaining contact details for representatives, with ability to prepare agendas, record minutes and to provide records to colleagues and partners.
16. To support the promotion and public awareness of local emergency planning risks and preparedness advice through the Council's website, intranet, Resilience Direct and other local campaigns.
17. To carry out any other duties commensurate with the grade and purpose of the post, and the objectives of the service and Council, including those duties that may be required outside of normal working hours.

Internal Contacts: These include Corporate Directors, senior managers and all members of staff who form part of the Emergency Planning and Business Continuity response.

External Contacts: These will include all Category 1 & 2 responders as defined by the Civil Contingencies Act 2004, to include officers from the Emergency Services, Public Health, Environment Agency, NHS England and all agencies that are members of Newham Borough Resilience Forum.

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



Job Title: Corporate Resilience Officer	Service Area: Community Safety– Corporate & Community Resilience Team	
Directorate: Environment and Sustainable Transport	Post Number:	Evaluation Number: 5419
Grade: PO1	Date last updated: April 2020	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all relevant to the job, some of them being essential. 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 shown. If you do not meet 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 <ol style="list-style-type: none"> 1. Basic knowledge and understanding of the Civil Contingencies Act, associated guidance and other relevant legislation including standards for business continuity 2. A good understanding of the main functions, operations and responsibilities of a Local Authority, including partnership arrangements and joint working with other agencies. 3. A thorough knowledge of good practice relating to emergency planning and local and regional resilience. 4. Knowledge of the operational, strategic and health & safety issues for a Local Authority resilience and emergency planning service. 	Application Form/ Interview
QUALIFICATIONS <p>Hold or be working towards a recognised qualification in emergency planning and business continuity or display the required knowledge through relevant experience.</p>	Application Form/ Interview/ Certificates

EXPERIENCE <ul style="list-style-type: none"> • Working/studying in the field of emergency planning and business continuity or related discipline • Maintaining and developing relationships with internal and external contacts • Have experience of and be able to communicate with a range of people at all levels in a professional manner • Have experience of administrative duties and show skills and technical abilities 	Application Form/ Interview
SKILLS & ABILITIES <ul style="list-style-type: none"> • Able to work on own initiative • Excellent written and verbal communication skills • Good administrative and organisational skills • Research and analytical skills • Ability to plan and deliver training programmes • Ability to engage Partner agencies • Understand associated legislation and brief relevant officers of the Council • Demonstrate proficient use of IT equipment and software including Microsoft Word, Excel, PowerPoint and Outlook • Ability to deliver presentations, and to organise and conduct briefing/training events • To react quickly under pressure • To use creative thinking and adapt to the changing needs of the services • Ability to follow and devise administrative procedures • Ability to build and maintain relationships with a diverse range of stakeholders 	Application Form/ Interview/ Test
OTHER REQUIREMENTS <ul style="list-style-type: none"> • Must hold full and valid UK driving license • Must be able to participate in a 24/7/365 on-call rota • Must be prepared to work outside of normal office hours as and when required • An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations • Must be able to perform all the duties and tasks of the position with reasonable adjustments where appropriate, in accordance with the provisions of the Equality Act 2010. 	Application Form/ Interview