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|  | **POST TITLE:** | Civil Contingencies Officer |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** | 9  Job Evaluation Reference No: A4716 |
|  | **LOCATION:** | Your normal place of work will be Durham City. However, you may be required to work at any council workplace within County Durham |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Politically Restricted:** N/A

**DBS Check:** The post holder will require a Basic DBS check

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Strategic Manager – Executive Support Office.

1. **DESCRIPTION OF ROLE:**

To provide a civil contingencies service to Durham County Council and organisations with which Durham County Council have a Service Level Agreement. Play a key role in planning for, protecting and maintaining public safety. Work as part of a team to anticipate and respond to risks and threats to public safety, such as acts of terrorism, natural disasters, epidemics and major industrial accidents. Work in close partnership with multi-agency partners within the Local Resilience Forum (LRF). Work with communities, businesses, schools and other organisations to develop and implement community resilience

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Develop and maintain Business Continuity Management Systems, including the periodic review, testing and exercising of emergency and business continuity plans and impact analysis in line with the duties contained in the Civil Contingencies Act and in response to potential risks, such as outbreaks of infections or disease, technical failure of electricity networks, major gas leaks and severe weather conditions.
* To discuss and reach agreement with emergency services’ officers and other partner organisations as stipulated by relevant legislation in compiling plans to protect individuals, the community at large, and the environment from the effects of major emergencies.
* To negotiate and reach agreement with senior local authority and other agencies’ personnel over key issues relating to resilience and security.
* To provide specialist advice, direction and civil contingencies expertise on a day-to-day basis to Corporate Management Team and Service Management Teams; Elected Members; external organisations and the community, including advice in the planning and management of major events.
* To specialise in resilience related subjects where the local authority has a statutory responsibility and ensure that such statutory duties are complied with e.g. COMAH, reservoirs, pipelines etc.
* To advise and participate in discharging wider non statutory obligations (Heat wave, Severe Weather and Fuel Shortages) and to help ensure that robust and effective arrangements are in place.
* To promote and deliver community resilience by actively engaging with local communities and assisting in the development of community resilience plans and to support local communities in their response to emergencies.
* To deliver youth engagement and education sessions that promote and advise or personal and community resilience.
* To liaise and engage with national, sub-national and local government to communicate civil resilience within the community.
* To manage and participate in a 24 hour call-out scheme for responding to incidents requiring a local authority response and where appropriate attend incident scenes to act as an initial Local Authority Site Liaison Officer (LASLO) for both DCC and DBC.
* To be flexible and adaptable to assist / attend an incident response even when not officially rostered to the 24 hour call out rota.
* To provide advice and civil contingencies expertise during incident response, including Operational, Tactical and Strategic level in line with the multi-agency Command Structure.
* To identify, co-ordinate and assist appropriate local authority and multi-agency officers/ resources to be involved in incident response and maintain on-going liaison with them.
* To share essential information and assist responding agencies and the public as a means of enhancing community resilience and recovery in the event of any type of emergency or business interruption.
* To facilitate, and where necessary co-ordinate mutual aid requirements on a local/regional and national basis.
* To provide a consultancy service on an income generation basis to key partners and outside agencies in line with the unit’s business objectives and service plan.
* To prepare and present strategic reports required by the local authority; government agencies or established multi-agency groups.
* To represent local authorities, regional and national bodies in respect of the Civil Contingencies Act (2004), COMAH Regulations (2015) and the Reservoirs Act (1975) etc.
* To continually undertake personal training and development to maintain up-to-date knowledge of relevant legislation and protocols to maintain an effective service.
* To develop capabilities within the local authority to exercise emergency and business continuity plans in line with the duties imposed by the Civil Contingencies Act.
* To advise and support all council service groupings and teams on business continuity policy, regulations, procedures and guidance to develop and improve business resilience.
* To promote business continuity and resilience to local businesses
* To maintain contact directories and rotas.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

The generic responsibilities which will be undertaken in support of the above work include the following (if applicable):-

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes, and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification – Civil Contingencies Officer (Grade 9)

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualification | Educated to degree level or equivalent in a related subject and/or relevant experience in the field of emergency management or business continuity. | Training Qualification  Membership of the Emergency Planning Society | * Application form * Selection Process * Pre-employment checks |
| Experience | Experience in preparing detailed written emergency plans.  Experience in delivering and preparing training events.  Experienced in the preparation and delivery of tests and exercises to validate emergency and business continuity plans. | Experience of Leading the work of a consultative group  Experience of working in response to an emergency  Experience of bringing projects to successful completion  Experience of working in an emergency control centre | * Application form * Selection Process * Pre-employment checks |
| Skills/knowledge | Excellent verbal and written communication skills  IT literate with ability to use MS Office software.  Ability to prioritise workload  Able to work under pressure and to deadlines  Ability to work on own using initiative and as part of a team | An understanding of Local Government  A knowledge of the legislation and regulations affecting emergency planning  Problem solving skills  Presentation Skills  Ability to manage several projects simultaneously | * Application form * Selection Process * Pre-employment checks |
| Personal Qualities | Able to participate in a 24 hour call out rota.  Will be required to work outside of normal office hours.  Able to attend short residential training courses where required  Access to a car or means of mobility support (if driving then must have a current valid driving license and appropriate insurance). |  | * Application form * Selection Process * Pre-employment checks |