

Emergency Planning Officer

Job Description

Position Pay Level: 7

Position Pay SCP: 30 to 35

Salary: £43,253 - £48,795 (inclusive of Local Weighting Allowance of £1,130 per annum)

DBS requirement: Basic

Reports to: Resilience and Emergency Planning Manager

Responsible for: Emergency Planning Service

Financial Responsibilities: No direct budget responsibility. The postholder may support the Emergency Planning & Resilience Manager in administering service expenditure, maintaining emergency response equipment and supporting emergency procurement arrangements during incidents.

Main purpose of Job:

- To support the Emergency Planning & Resilience Manager in maintaining, developing and exercising Slough Borough Council's emergency planning and resilience arrangements, ensuring the Council is able to meet its duties under the Civil Contingencies Act 2004 and respond effectively to emergencies affecting the borough, its residents, communities, businesses and services.
- The postholder will assist with the development, review and testing of emergency plans, procedures, risk assessments, training materials, exercises and responder arrangements. The role will support the Council's Corporate Incident Management Plan, Emergency Operations Centre arrangements, humanitarian assistance arrangements, responder training, community resilience activity and Thames Valley Local Resilience Forum workstreams.
- This role requires a strong understanding of emergency planning, civil protection, resilience or disaster management. The postholder will be expected to take part in the Council's emergency response arrangements, including stand-by and out-of-hours response when required.

Main Accountabilities

Specific Responsibilities:

- Supporting and where necessary leading on development, review, maintenance and exercising of Slough Borough Council's emergency plans, procedures and supporting arrangements.
- Assist with the maintenance, briefing and exercising of the Council's Corporate Incident Management Plan, taking a lead in ensuring that supporting documents, contact lists, action cards, templates and guidance remain accurate and accessible.

- Development and maintenance of arrangements for the Emergency Operations Centre, humanitarian assistance, emergency shelter, emergency transport, volunteer responders, decision logging and other response capabilities.
- Development and delivery of training, briefing and exercising activity for officers, volunteer responders, elected members and other relevant staff, helping to build confidence and capability across the Council.
- Recruitment, training, exercising, administration and mobilisation of the Council's volunteer responder cadre, including LALOs, Emergency Shelter Managers, Decision Loggists, EOC staff and other response roles.
- Participate in the Council's emergency response arrangements, including taking part in on-call, duty officer and resilience advisor arrangements as required; providing support during emergencies, major incidents, exercises and periods of disruption.
- Maintenance of on-call arrangements, duty rotas, contact lists, responder records, training records and equipment inventories to support readiness to respond.
- Identification, assessment and monitoring of emergency planning risks affecting the borough, contributing to local risk assessment, borough risk information and relevant Local Resilience Forum risk work.
- Keep up to date with relevant legislation, guidance, standards and good practice in emergency planning, resilience, civil contingencies and business continuity, and support the translation of this into practical local arrangements.
- Work with neighbouring authorities, emergency services, health partners, voluntary sector organisations and the Thames Valley Local Resilience Forum to plan for and respond to emergencies.
- Attend internal and external meetings, working groups and resilience forums as required, representing the Council professionally and supporting the delivery of agreed actions.
- Engage with Council services to support emergency preparedness, business continuity awareness, service resilience and understanding of their roles during incidents.
- Develop and deliver community resilience activity, working with community groups, faith groups, voluntary sector organisations and partners to improve local preparedness.
- Support the debriefing process following incidents, exercises and training activity, helping to capture lessons, maintain action plans and ensure learning is incorporated into plans, procedures and future training.
- Prepare clear reports, briefings, presentations, minutes, action logs, guidance notes, training materials and other documents to support emergency planning and resilience work.
- Support the Chair of the Corporate Resilience Group in providing professional and administrative support to the Group and other relevant governance arrangements.
- Promote the benefits of emergency preparedness and resilience across the Council and with partners, helping to maintain awareness and engagement.
- Undertake any other duties within the team commensurate with the post, as required, and be rotated to other posts within the department as required in line with the business needs of the department.

Generic Accountabilities:

- **Strategy implementation** – Support the Council to meet its duties for emergency planning and resilience arrangements, contributing to continuous service improvement to support delivery of priorities and value to residents. Provide clear information to support the future development of the service and enable the Council to meet future challenges with a culture of continuous improvement.
- **Corporate working** - Contribute to the Council's strategic objectives by working actively with colleagues to build a strong and shared approach to service delivery, service improvement and organisational resilience. Help changes to be embedded in a sustainable way throughout the organisation and support staff to recognise their contribution to the strategic objectives the Council has set.
- **Service delivery and improvement** - Actively contribute to the integrated delivery, improvement, management and performance of the service, helping to ensure objectives are translated into effective plans and that the service is efficient, locally responsive and aligned to good practice.
- **Resources / Financial management** - Be proactive in supporting effective use of resources and assets, including emergency planning equipment, training materials and response arrangements, ensuring that the Council receives value for money from its expenditure.
- **Partners and stakeholders** - Liaise, communicate and build positive working relationships within the Council, across partners, agencies and with the wider local and central government community to champion the Council's approach to emergency preparedness, resilience and community support.
- **Business change** - Help develop and contribute to the implementation and review of improvement activity, learning from incidents, exercises, debriefs and good practice to support continual improvement.
- **Values and behaviours** - Role model positive behaviours, engaging and encouraging colleagues to live and demonstrate the Council values, and to support achievement of the corporate vision.
- **Compliance** - Ensure that activities within the service comply with the Council's constitution, Standing Orders, financial regulations, health and safety, information governance and safeguarding responsibilities, and that effective systems operate within the service to manage performance and risk.
- **Equality and diversity** - Uphold and promote the aims of the Council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to planning service delivery.

Person Specification:
Emergency Planning Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Experience of working, volunteering, studying or in emergency planning, resilience, disaster management, community resilience or a closely related discipline.	E	A/I
	Experience of supporting the development, review, administration or maintenance of plans, procedures, guidance, risk assessments, reports, training materials or project documentation.	D	A/I
	Experience of researching, analysing and summarising information from legislation, guidance, policy, plans, risks, incidents or exercises and presenting this clearly to others.	D	A/I
	Experience of working with a range of internal or external stakeholders, services, partners, community groups, voluntary organisations or members of the public.	D	A/I
	Experience of supporting or delivering training, briefings, workshops, presentations, exercises, awareness sessions or engagement activity.	D	A/I
	Experience of working in or with a local authority, Local Resilience Forum, emergency service, voluntary sector organisation, or responder organisation.	D	A/I
Skills and abilities	Able to communicate clearly and professionally in writing, in person and online, adapting messages for officers, senior managers, responders, partners, community groups and residents.	E	A/I/T
	Able to build positive working relationships across Council services, with partners and with community groups, encouraging engagement in emergency preparedness and resilience activity.	E	A/I
	Able to research, analyse and interpret information, including legislation, guidance, plans, risk information, incident reports and lessons identified, and	E	A/I/T

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	produce clear summaries and recommendations.		
	Able to organise and prioritise a varied workload, meet deadlines and maintain accurate records, including plans, contact lists, action logs, responder information and training records.	E	A/I
	Able to work independently within agreed objectives while recognising when to seek advice, escalate issues or request support.	E	A/I
	Able to support the design and delivery of practical training and exercising activity that helps staff and responders understand their roles and build confidence.	E	A/I/T
	Able to work calmly and professionally during exercises, incidents, periods of pressure or urgent response activity.	E	I
	Able to use Microsoft Office systems confidently and willing to learn specialist emergency planning, communication, mapping, logging or information management systems.	E	A/I
	Able to prepare clear reports, briefings, minutes, action plans, presentations, guidance notes and training materials.	E	A/I/T
Knowledge and understanding	Working knowledge of the Civil Contingencies Act 2004 and relevant national guidance, professional standards, National Occupational Standards relating to resilience	E	A/I/T
	Understanding of local resilience forums, multi-agency working, JESIP principles, command and control arrangements and the contribution of local authorities to major incident response.	E	A/I
	Understanding of guidance and good practice with regards to emergency planning risk assessment, local risk registers, plan development, exercising, lessons management and assurance.	E	A/I
	Awareness of community resilience and the role of residents, voluntary sector organisations, faith groups, businesses	E	A/I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	and community partners in preparing for and responding to emergencies.		
Qualifications	A recognised emergency planning, resilience, civil protection qualification or evidence of continuing professional development in the field.	D	A
	Membership of a relevant professional body, such as the Emergency Planning Society, Business Continuity Institute	D	A
	Recognised training, teaching, facilitation or assessment qualification, or demonstrable experience of designing and delivering effective training and exercises.	D	A
Other requirements	Able to travel to meetings, training, exercises, incident locations and Council response facilities within Slough and, when required, across Thames Valley or neighbouring areas.	E	A/I
	The ability to converse at ease with customers and provide advice in accurate spoken English.	E	A/I
Personal qualities and behaviours	Demonstrates a positive, constructive and enabling approach, with the ability to bring people with them rather than relying solely on compliance or authority.	E	I
	Able to demonstrate initiative, curiosity, good judgement and a willingness to learn and develop	E	I
	Commitment to public service, resilience and improving outcomes for residents, communities and staff during emergencies.	E	I
	Demonstrates curiosity, initiative, attention to detail and a commitment to developing as an emergency planning practitioner.	E	A/I
	Comfortable working in a small specialist service where the postholder will need to be practical, visible, hands-on and willing to support strategic and operational activity.	E	I