

# Job Profile

Position Details	
Post	Principal Emergency Planning Officer
Service Area	Regeneration & Planning, Organisational Resilience, Emergency Planning & Business Continuity
Reports to	Head of Organisational Resilience
Grade	<b>PO4</b>
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> <li>• The post-holder will act as the lead practitioner for emergency planning, taking day-to-day responsibility for ensuring the borough is prepared for any civil emergency.</li> <li>• The post-holder will maintain the borough's emergency plans, procedures and systems.</li> <li>• The post-holder will ensure training, exercises and other staff development activities are carried out to support emergency preparedness.</li> <li>• The post-holder will provide information to the public to advise them about the risk of emergencies and how to prepare.</li> <li>• The post-holder will maintain partnership arrangements to support civil emergency preparedness.</li> </ul>

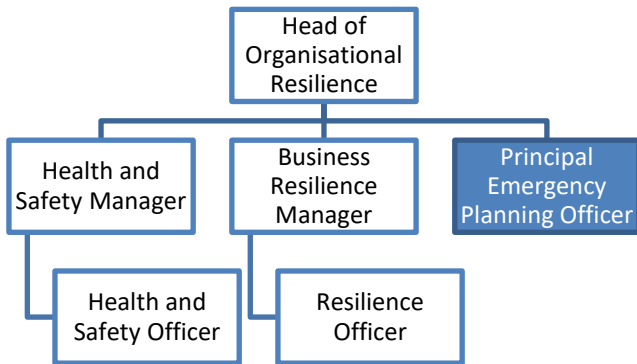
Main Responsibilities
<ol style="list-style-type: none"> <li>1. To act as the lead practitioner for emergency planning, putting in place a robust plan for improvement across the Council that reflects national guidance and good practice.</li> <li>2. To arrange and facilitate partnership arrangements for civil emergency preparedness, and to represent Haringey Council as appropriate within the London Resilience partnership.</li> <li>3. To lead on assessing the risk of emergencies occurring in the borough.</li> <li>4. To develop and maintain the Council's and partnership emergency plans.</li> <li>5. To validate emergency arrangements through emergency exercises, and to lead on the identification of lessons from emergency incidents, thereby ensuring continuous improvement.</li> <li>6. To develop a programme of training and other staff development activities to ensure staff can discharge their civil protection duties.</li> <li>7. To maintain and participate in the 24/7 Duty Emergency Planning Officer rota, acting as the principle point of contact in the event of a major incident.</li> <li>8. To maintain web materials and undertake other promotional activities to</li> </ol>

Generic Responsibilities
<ol style="list-style-type: none"> <li>1. Understanding, knowledge and ability to follow guidelines and legislation that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.</li> <li>2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>3. Knowledge and experience of using IT.</li> <li>4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.</li> <li>5. To be an ambassador for Haringey, and act at all times in accordance with the Haringey Values.</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Abilities/Experiences</b> <ul style="list-style-type: none"> <li>• At least 3 years professional experience in emergency planning or resilience. E</li> <li>• Ability to develop and maintain successful, collaborative business relationships with staff at all levels, internally and externally. D</li> <li>• Ability to cope with crisis situations, retaining the ability to think clearly, communicate confidently and work to a high standard under pressure. E</li> <li>• Experience of analysing business problems and applying standards and good practice to provide excellent advice and appropriate solutions that meet the needs of clients. D</li> <li>• Ability to cope with conflicting and competing goals, planning effectively and working systematically, with excellent attention to detail. E</li> <li>• The highest levels of integrity, professionalism and commitment. E</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Evidence of professional development in emergency planning and resilience. E</li> <li>• Membership of a relevant professional body. D</li> </ul>	
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• In depth knowledge of the civil contingencies act, associated guidance and good practice and the confidence to demonstrate professional leadership. E</li> <li>• Excellent communication skills, both verbally and in writing, including presentation and report-writing skills. E</li> </ul>	

<ul style="list-style-type: none"> <li>The skills and knowledge to design and deliver staff learning and development programmes, using a range of appropriate techniques.</li> </ul>	D
<ul style="list-style-type: none"> <li>The team working skills to work flexibly across boundaries, contributing to wider team and corporate goals and objectives.</li> </ul>	D
<ul style="list-style-type: none"> <li>Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.</li> </ul>	E
<ul style="list-style-type: none"> <li>Confident user of IT, including a sound working knowledge of office applications and the ability and willingness to learn new systems quickly.</li> </ul>	E
<ul style="list-style-type: none"> <li>Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> </ul>	E

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>Staff at all levels in the Council with emergency responsibilities, including frequent contact with the Senior Leadership Team.</li> <li>Emergency planning officers in neighbouring boroughs and the London Fire Brigade Emergency Planning team.</li> <li>Officers in partner organisations (particularly. the emergency services) – including the Borough Commanders of Police and Fire Brigade.</li> <li>Members of voluntary and community organisations.</li> </ol> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
 <pre> graph TD     A[Head of Organisational Resilience] --&gt; B[Health and Safety Manager]     A --&gt; C[Business Resilience Manager]     A --&gt; D[Principal Emergency Planning Officer]     B --&gt; E[Health and Safety Officer]     C --&gt; F[Resilience Officer]         </pre> <p>The diagram shows a hierarchical structure. At the top is the 'Head of Organisational Resilience'. Reporting to this head are three roles: 'Health and Safety Manager', 'Business Resilience Manager', and 'Principal Emergency Planning Officer'. The 'Health and Safety Manager' oversees the 'Health and Safety Officer'. The 'Business Resilience Manager' oversees the 'Resilience Officer'. The 'Principal Emergency Planning Officer' has no direct reports shown in this diagram.</p>

## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				Yes*
* On occasion the post-holder may supervise temporary staff or placement students.				

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	90%	Use of a computer.	Y	90%
Audio typing.			Crisis or conflict situations.	Y	10-20%
Walking more than a mile.	Y	<5%	Manual handling.		
Working alone or in isolation.	Y	<5%	Working in confined spaces.		
Driving a car, van or minibus.			Preparing or serving food.		
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.			Working in awkward positions, e.g. stooping, bending, reaching.		
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.			Operating heavy or hazardous machinery including forklifts, diggers or cranes.		
Regular and repetitive movements.			Working shifts / unsocial hours, nights.	Y	<5%
Outdoor work involving uneven surfaces.			Standing or sitting for prolonged periods.	Y	90%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Y	<5%	Working at heights / on ladders, roof work.		
Teaching, or responsibility for, children.			Outdoor work involving extremes of temperature.		
Electrical hazards.			Control and restraint.		

<b>Resources – identify &amp; list personal and identifiable accountability for physical and financial resources including those of clients:</b>
<p>The post-holder will maintain stores of emergency resources, such as flood defence equipment and evacuation resources.</p>
<b>Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:</b>
<p>The post-holder will be responsible for authorising expenditure during emergencies.</p>
<b>Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:</b>
<p>No</p>
<b>Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:</b>
<p>The post-holder will maintain stocks of promotional materials.</p>
<b>Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:</b>
<p>The post-holder will be a systems administrator for the Council's emergency management software. They will be accountable for maintaining permissions for all users on the system, contact details of every person with a role in the Council's emergency plans and maintaining records of emergency incidents in the borough.</p>
<b>Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:</b>
<p>The post-holder will have unsupervised site access to monitor periodically the readiness of the Borough Emergency Control Centres.</p>