

Job Profile

Position Details	
Post	Emergency Planning and Resilience Manager
Service Area	Environment and Neighbourhoods
Reports to	Head of Organisational Resilience
Grade	PO7
Job Family	To be completed by HR

Role Purpose
To ensure the Council, the wider partnership and the borough is prepared for and deals effectively with any emergency situation, ensuring the quality, performance and improvement of emergency planning and business continuity services.

Main Responsibilities
<ol style="list-style-type: none">1. To develop, maintain and continuously improve appropriate contingency plans and capabilities which reflect best practice, official guidance and meets any legislative requirements and commitments that fall to Haringey Council under London wide and national emergency planning arrangements.2. To ensure departments have appropriate departmental planning arrangements and identified lead staff for emergency planning and business continuity.3. To maintain effective working relationships and joint planning with other agencies essential to effective emergency planning and business continuity. To develop, maintain and contribute to multi-agency governance arrangements.4. To ensure staff with responsibilities in respect of emergency planning and business continuity have adequate support and training to enable the Council to fulfil its commitments.5. To advise members and officers on legislative change, best practice and other issues which may affect our business continuity and emergency planning role.6. To play a leading role in event of any incidents to ensure they are managed effectively.7. To actively promote resilience and resilience within the community, maintaining appropriate warning systems.8. To recruit, develop and retain a staff team, and manage the performance of staff in accordance with Council policies and procedures.

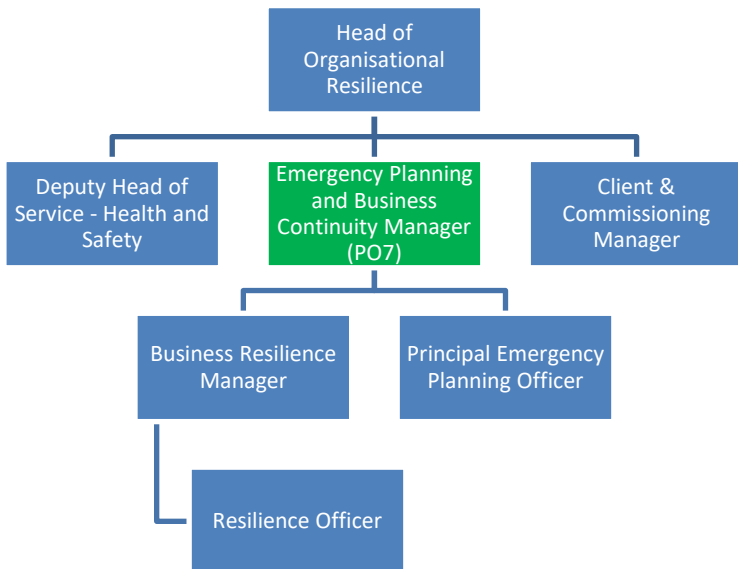
<p>9. To undertake business planning, ensuring the teams work is aligned to the Borough Plan, the London Resilience Local Authorities Panel (LAP) business plan, legal requirements and the needs of customers. To manage the team budget and ensure the effective use of resources. To initiate projects and to negotiate, let and manage contracts and agreements to meet identified objectives.</p> <p>10. To participate in the Council's 24/7 emergency duty system, acting as the principal point of contact in the event of a major incident.</p>
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Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • Full understanding of legislative framework and good practice for emergency planning and business continuity including a strong understanding of the duties of local authorities and the role of the principal agencies 	E
<ul style="list-style-type: none"> • Extensive portfolio of achievements in the field of emergency planning and/or business continuity 	E
<ul style="list-style-type: none"> • Experience of successfully managing emergency incidents or crisis situations 	E
<ul style="list-style-type: none"> • Professional Qualification in emergency planning/business continuity or full membership of an appropriate professional body (EPS or BCI) 	D
<ul style="list-style-type: none"> • Ability to develop a service business plan, translating policies and strategic priorities into action 	E
<ul style="list-style-type: none"> • Experience of leading service improvement projects involving a number of organisations or services or multi-disciplinary project teams. 	E
<ul style="list-style-type: none"> • Experience of working on an extensive and varied workload at a management level 	E
<ul style="list-style-type: none"> • Strong presentation skills, and the ability to facilitate large workshops successfully is essential. 	E
<ul style="list-style-type: none"> • A confident communicator, demonstrating the ability to engage at senior management level. 	E
<ul style="list-style-type: none"> • Experience of writing board-level reports 	E
<ul style="list-style-type: none"> • Budget management experience 	E
<ul style="list-style-type: none"> • Strong line management and team leadership skills 	E
<ul style="list-style-type: none"> • Experience of local authority working, and knowledge of Council policies & procedures 	D

<ul style="list-style-type: none"> • Educated to degree level or equivalent and/ or five years experience in a relevant professional field and able to demonstrate equivalent educational standard 	E
<ul style="list-style-type: none"> • Fully IT proficient, including Windows, Office and specialist packages 	E
<ul style="list-style-type: none"> • Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements. 	E
<ul style="list-style-type: none"> • Understanding of equal opportunities legislation and policy and how this is applied to both employment and civil contingencies. 	E
<ul style="list-style-type: none"> • The post-holder is required to hold a clean and current driving licence 	E
<ul style="list-style-type: none"> • The post-holder is required to live within one hours travel time to the London Borough of Haringey 	E

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none"> • Senior officers across the Council • Representatives from partner organisations including Borough Commanders for emergency services • Cabinet Members and other elected members • Officers from across the Council with emergency planning / business continuity responsibilities at all levels, and including supplier organisations. • Equivalent service managers from other local authorities • Representatives of community, voluntary and faith organisations. • Suppliers of services to EP team. <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] --> B[Deputy Head of Service - Health and Safety] A --> C[Emergency Planning and Business Continuity Manager (PO7)] A --> D[Client & Commissioning Manager] C --> E[Business Resilience Manager] C --> F[Principal Emergency Planning Officer] E --> G[Resilience Officer] </pre> <p>The diagram illustrates the organisational structure. At the top is the 'Head of Organisational Resilience'. This role oversees three main areas: 'Deputy Head of Service - Health and Safety', 'Emergency Planning and Business Continuity Manager (PO7)', and 'Client & Commissioning Manager'. The 'Emergency Planning and Business Continuity Manager (PO7)' further oversees two roles: 'Business Resilience Manager' and 'Principal Emergency Planning Officer'. The 'Business Resilience Manager' oversees the 'Resilience Officer'.</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?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

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	70%	Use of a computer.	Y	50%
Audio typing.	N		Crisis or conflict situations.	Y	5%
Walking more than a mile.	Y	5%	Manual handling.	N	
Working alone or in isolation.	Y	20%	Working in confined spaces.	N	
Driving a car, van or minibus.	Y	5%	Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	Y	20%	Working shifts / unsocial hours, nights.	Y	5%
Outdoor work involving uneven surfaces.	N		Standing or sitting for prolonged periods.	Y	20%

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.	N	
Teaching, or responsibility for, children.	N		Outdoor work involving extremes of temperature.	Y	5%
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

The post-holder is personally accountable for the team budget of c£200,000

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:

No

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:

The post-holder is accountable for ensuring the maintenance of the Borough Emergency Control Centre, and fall-back Borough Emergency Control Centre. These facilities ensure the Council can operate effectively during an emergency.

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:

The postholder is accountable for ensuring the team maintains an appropriate store of emergency equipment (estimated asset value = £10,000 to £50,000).

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:

The post-holder is the responsible officer for resilient communication systems. This includes the roles of Sponsor for the Resilience Direct, and the Airwave Radio custodian. The post-holder has personal accountability for maintaining security on national level secure communications channels.

The post holder is accountable for the CIM incident management application, including information security, maintaining user permissions etc, managing the licenses etc.

The post holder is also accountable for maintaining proper records of all emergency incident responses undertaken. These are sensitive records with legal implications for the Authority, potentially matters of national security (terrorism-related etc) and contain personalized information about residents of the borough.

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:

The post-holder is accountable for ensuring the maintenance of the Borough Emergency Control Centre, and fall-back Borough Emergency Control Centre. These facilities ensure the Council can operate effectively during an emergency.

The post-holder provides advice on security matters such as dealing with bomb threats, suspicious packages and similar.