

**COUNTY DURHAM AND DARLINGTON  
FIRE AND RESCUE BRIGADE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Emergency Planning Officer
<b>DEPARTMENT:</b>	Emergency Planning Unit
<b>RESPONSIBLE TO:</b>	Chief Emergency Planning Officer
<b>LOCATION:</b>	Service Headquarters

**PURPOSE OF THE JOB:**

To assist in the provision of an emergency management service to the nine local authorities in County Durham and Darlington, taking senior responsibility for the planning issues of the Emergency Planning Unit.

**CONTEXT OF THE ROLE:**

- County Durham and Darlington Fire and Rescue Brigade work towards protecting life and property and providing a quality Fire Safety service.
- The Emergency Planning Unit forms part of the Service Delivery Department of the Service and consists of twelve wholetime posts. It is responsible for providing an emergency planning service to the nine local authorities in the area, and for liaising with a range of other organisations on emergency planning issues.
- The Service expects the highest standard of communication and conduct from all staff. Respect for confidentiality is essential.
- The postholder operates within a framework provided by the Best Value Performance Plan, policies, procedures and financial instructions. On a day to day basis the postholder is responsible for providing advice to local authorities regarding emergency operating procedures and plans, and to assist with the Units response to major emergencies within the community.
- All staff are expected to participate positively in the Training and Development Review Process, to undertake relevant training and development activities to improve their work performance, and to contribute to the training and development of others.
- To promote the Services policy of equality and fairness, both within the Service and external in order to demonstrate commitment to anti discriminatory practice in all the Service activities.
- To practice and promote the health and safety policies of the Service. To contribute to the development and progression of health and safety within the sphere of responsibility of this role for all employees and service recipients.
- The areas of responsibility associated with a particular post may be amended from time to time and where possible, consultation will take place prior to the change. It is expected that the postholder will operate flexibly within the role, location of the role and undertake any other tasks and projects which could reasonably be expected of someone holding this role.

<b>KEY RESPONSIBILITIES AND DUTIES</b>	
1	To prepare a Business Continuity Policy and Strategy Document which sets out the Unit's commitment to the preparation of robust emergency plans
2	To supervise a programme for the creation and maintenance of all Emergency Plans
3	Undertake specialist research into Business Continuity Planning issues.
4	To devise a system for promoting business continuity within the community.
5	To identify and raise awareness of good practice in business continuity plan writing in external organisations
6	To prepare, periodically review, revise and exercise all plans necessary to provide essential information and assistance to the local authorities and general public to enhance the prospects of survival and recovery in the community in the event of any type of emergency
7	With delegated powers to reach conclusions, negotiate and liaise with County, Unitary and District Chief Executives, Chief Officers of the Local Authorities, Chief Officers of the Principal Emergency Services, Principal Officers of Government Agencies, Commanding Officers of Military Establishments, Coordinators of Voluntary Services, Directors and Chief Scientific Officers of Scientific Research Establishments and Universities, and at Directorial, Senior Managerial and Technical level with the operators of major industrial undertakings, in the compilation of plans to protect individuals, the community at large, and the environment from the effects of major emergencies
8	To produce for the approval of the officers responsible, validated plans to address County Durham and Darlington's integrated approach to emergency management.
9	To assist the Chief Emergency Planning Officer to implement and coordinate County Durham and Darlington's response to major emergencies within the community; or, in his/her absence, undertake responsibility for implementation and coordination as set out in the published Emergency Plans.
10	To prepare and direct studies and exercises for officers and elected members of the County Council, Unitary Authority, District Councils and voluntary organizations.
11	To advise and provide assistance to the Chief Emergency Planning Officer concerning the establishment of Emergency Control Centres and an Emergency Communications Network at County and District level and the provision of training for local authority personnel and volunteers designated to staff these in times of emergency.
12	To provide, in conjunction with colleagues, a 24 hour standby service, to ensure proper anticipatory co-ordination of the response and use of the resources of both the County and District Councils in an emergency.
13	To represent the County Durham and Darlington local authorities and the Chief Emergency Planning Officer on Liaison Committees whose functions correspond to those of the EPU.
14	To assist the Chief Emergency Planning Officer with the preparation of written reports which may be demanded by Committees of the nine local authorities in County Durham and Darlington or which may be required to inform Committees of the progress and implementation of the Councils' plans

15	Be prepared to respond directly to enquiries from Elected Members, external organisations, the Media and members of the public.
16	Within the duties outlined above, each officer may be expected to specialise in particular subjects with direct relevance to emergency response or management.



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**PERSONAL SPECIFICATION**

**SENIOR EMERGENCY PLANNING OFFICER**

	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Qualifications/ Attainments</b>	<ul style="list-style-type: none"> <li>HNC in Public Administration/relevant professional/vocational qualification or degree</li> <li>Current full driving licence</li> </ul>	<p>Application Form/Certificates</p> <p>Application Form/Licence</p>	<ul style="list-style-type: none"> <li>Training qualification</li> <li>Membership of the Emergency Planning Society</li> <li>Membership of the Business Continuity Institute</li> </ul>	<p>Application Form/Certificate</p> <p>As above</p>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience in preparing detailed written plans and reports</li> <li>Experience of working in response to an emergency</li> <li>Experience in preparing and delivering training events</li> <li>Experience in using Microsoft Word, Powerpoint, Excel and the Internet</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview/References</p> <p>Application Form/Interview/References</p> <p>Application Form/Interview</p>	<ul style="list-style-type: none"> <li>Experience of leading the work of a consultative group</li> <li>Experience of bringing projects to successful completion</li> <li>Experience of writing business continuity plans</li> <li>Experience of working in an Emergency Control Centre</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview/References</p> <p>Application Form/Interview/References</p>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>A knowledge of the legislation and regulations affecting emergency planning</li> <li>Ability to devise, and obtain agreement to, solutions to complex problems</li> <li>An ability to think strategically</li> <li>Leadership skills</li> <li>The ability to prioritise</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/References/Interview</p> <p>Application Form/Interview &amp; References.</p> <p>Application Form/Interview &amp; References.</p> <p>Application Form/Interview &amp;</p>	<ul style="list-style-type: none"> <li>A knowledge of the workings of local government</li> <li>Presentation skills</li> <li>Ability to manage several projects simultaneously</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/interview</p> <p>Application Form</p>

	<ul style="list-style-type: none"> <li>• To have good verbal and written communication skills.</li> <li>• To be able to work under pressure and to deadlines.</li> </ul>	References. Application Form/Interview & References.		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic, self motivated</li> <li>• Tactful, discreet and diplomatic</li> <li>• Flexible approach</li> <li>• Confidential and approachable</li> <li>• Smart appearance</li> <li>• Ability to work on own initiative or as part of a team</li> </ul>	Application Form/Interview/References As above As above As above Interview/references		
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Able to participate in a 24 hour standby rota</li> <li>• Able to attend short residential training courses</li> <li>• Good attendance record</li> <li>• Able to meet Service medical requirements</li> </ul>	Application Form/Interview/References Application Form/Interview Interview/references Completion of medical questionnaire/medicals		