



JOB DESCRIPTION

POST: EMERGENCY PLANNING SUPPORT OFFICER (COMMUNITIES)

DEPARTMENT: OPERATIONS

REPORTING TO: MARK EMMS, DIRECTOR FOR OPERATIONS

RESPONSIBLE FOR: N/A

Grade: 3 (SCP 10), Fixed Term / Secondment Opportunity – 14 months

MAIN JOB PURPOSE:

Formed in 2005, the Joint Emergency Planning Unit (JEPU) is a collaboration of all Suffolk local authorities to provide an emergency planning and business continuity planning service. The team provide a focal point for civil emergency preparedness within Suffolk councils and provides a 24/7 out of hours duty service and initial emergency management capability.

The post holder will support the District Emergency Planning Manager for Babergh and Mid Suffolk District Councils (BMSDC) to enhance community resilience across both districts by promoting and supporting the development of local Community Emergency Plans at a Town and Parish Council level.

Both [Our Plan for Babergh](#) and [Mid Suffolk Plan](#) include a focus on engaging, empowering and enabling communities to find local solutions to local issues and to build both the capacity and capability within their own communities.

The day-to-day activity of the post holder will be directly line managed by the District Emergency Planning Manager for BMSDC.

DUTIES AND RESPONSIBILITIES:

- To encourage community resilience and business continuity, through the promotion and support of our communities.
- To support local delivery of emergency planning and business continuity in compliance with all the relevant legislation.
- To contribute to the JEPU Business Plan and the Community Risk Register for locally perceived risks.
- To support the District Council's local response in the event of an emergency or serious threat to public wellbeing at the direction of the Suffolk JEPU and BMSDC Officers. The support will include liaison with Community Emergency

Planning Groups during incidents and will not involve deployment to incident scenes.

- To coordinate the facilitation of Community Emergency Planning Group rest centre training sessions, supporting the Emergency Planning Officer in the delivery of these.
- Proactively seek and coordinate opportunities to promote Community Emergency Planning, for example joining existing community engagement events or meetings such as Town and Parish Liaison meetings.
- To proactively explore and develop new methods of promoting Community Emergency Planning, for example arranging meetings and workshops with multiple parishes and towns.
- Respond to enquiries from existing Community Emergency Planning Groups as well as Town and Parish Councils who desire to create new Community Emergency Plans.
- Review Community Emergency Plans and provide feedback on how these can be improved.
- To evaluate and review training courses delivered to Community Emergency Planning Groups, seeking ways to improve these courses.
- To support Community Emergency Planning Groups to prepare, execute and evaluate exercises to test aspects of their local plans ensuring alignment with the Suffolk JEPU approach and ensuring the mechanism for liaison with the District Council is clear and understood by both the Community Emergency Planning Group and District Council through JEPU.
- Work with the Emergency Planning Officer and District Emergency Planning Manager to implement any learning applicable to the District Council following exercises of Community Emergency Plans.
- To capture any issues raised by Community Emergency Planning Groups that can be resolved by the local authority and inform the appropriate officers of this i.e., clearance issues that Public Realm may be able to address.
- To promote and support training available to Community Emergency Planning Groups from Suffolk Resilience Forum (SRF) partner organisations.
- To liaise with officers of the emergency services, public utilities, health, neighbouring authorities, voluntary organisations and such other organisations as may be necessary in order to deliver community resilience messages, resources and training opportunities to Community Emergency Planning Groups. This will be available through involvement in the SRF Community Resilience Working Group.
- Assist in the development of routine communications materials with key messages gathered through the SRF Community Resilience Working Group.
- To ensure all Community Emergency Plans received are appropriately redacted and stored securely on Resilience Direct.
- To actively promote awareness of the Suffolk Joint Emergency Planning Unit within the authorities and the wider community.
- To maintain levels of professional knowledge to ensure best practice is disseminated.
- To be prepared to work flexibly outside of normal working hours, within reason, to meet the requirements of the role.
- Undertake any other duties of a similar nature appropriate to the grade as directed by the District Emergency Planning Manager for BMSDC.

Additional information

- a) Does this job require a DBS check? **NO**
The successful applicant will be subject to Police NPPV Level 2 vetting
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity: **YES**
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. **NO**

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING (Academic, vocational/professional and other training)	
GCSE qualification Grade C (4) or above in English and Maths,	A
Equivalent knowledge gained from experience (desirable)	A
KNOWLEDGE & EXPERIENCE (e.g. report writing, office experience, Microsoft office)	
General awareness of the structures in place in local government.	A/I
Experience of undertaking project work.	A/I
Willing to learn from those with knowledge and experience of working in Emergency Management.	A/I
Support the delivery of community resilience projects.	A/I

Designing and supporting the delivery of training events and/or briefings for a range of participants.	A/I
Prepared and willing to undertake training and exercise commitments outside normal office hours, from time to time, as required.	A/I
Previous experience of local government, its' range of services and key current developments [Desirable].	A/I
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Ability to work collaboratively, develop and maintain good relationships across the Council and with potential customers and partner agencies.	A/I
Ability to deliver clear, precise and detailed communications through a use of multimedia skills.	A/I
Ability to prioritise and effectively manage demanding workloads and competing demands.	A/I
Ability to advocate for communities on complex and sensitive Community issues.	A/I
Has a collaborative and flexible attitude and approach that can adapt positively to the challenges of delivering changing priorities.	A/I
An enthusiastic person who can think creatively.	A/I
Willingness and ability to work flexibly to attend meetings and other events.	A/I
Has a collaborative and flexible attitude and approach that can adapt positively to the challenges of delivering changing priorities.	A/I
Good organisational skills and the ability to work with minimal supervision.	A/I
BEHAVIOURS Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP

Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I

