

JOB DESCRIPTION

JOB TITLE	Senior Emergency Planning Officer
GRADE	PO6
REPORTING TO	Strategic Corporate Resilience Manager
JD REF	CS&CE0065P

PURPOSE

To ensure the Council fulfils its statutory duties under the Civil Contingencies Act 2004 and associated legislation, regulations and guidance, delivering effective emergency planning, and organisational resilience arrangements across the borough.

Acting as a professional lead and competent advisor to the Council on all matters relating to emergency preparedness, response, recovery; working closely with Merseyside's blue light services, Council directorates, the Merseyside Resilience Forum and other Category 1 and 2 responders to protect Wirral's residents, businesses and critical infrastructure.

MAIN DUTIES AND RESPONSIBILITIES

- Act as a professional lead and competent advisor to the Council on all matters relating to emergency response, recovery and business continuity, deputising for the Strategic Corporate Resilience Manager as required.
- Produce, develop, maintain and exercise the Council's corporate emergency plans and Emergency Planning Management System, ensuring compliance with the Civil Contingencies Act 2004 and other relevant legislation and regulations, including COMAH and REPPiR.
- Carry out impact analysis and risk assessment of current and future risks to the borough, council and Merseyside.
- Maintain up-to-date knowledge of national and local risks, threats and hazards, contributing to the Merseyside Community Risk Register and informing the Council's own risk registers and resilience priorities.
- Co-ordinate and maintain the Council's warning and informing capability and resources, before, during and after a rising tide or sudden impact emergency, including appropriate delivery platforms and media engagement.
- Provide advice, guidance and support to Council services and partner organisations to develop and maintain their own resilience arrangements.
- Participate in, and help maintain, the Council's Emergency Duty Officer/on-call rota, providing expert advice and support during activations.
- Co-ordinate and support the Council's Strategic and Tactical Co-ordinating Groups in the implementation of the Council's response to a serious or major incident.
- Ensure the Council's operational support facility in the Emergency Control Centre associated equipment is properly maintained, tested and fit for purpose.



- High level of personal responsibility for workload management. Will oversee and co-ordinate other service area emergency/contingency plans. Will co-ordinate the work of volunteers in an emergency. Participate in the Merseyside Resilience Forum Working Groups and work to regional deadlines. In major/critical incidents - deadlines will be fast-paced/time critical. Emergency Plans will require longer term horizon scanning (over 3-5 years). Annual planning for emergency preparedness cycle. Working to deadlines set out in the Internal Audit of Emergency Planning. Represent the Council at Merseyside Resilience Forum groups and workstreams, leading on specific work areas as agreed, and engage in wider regional training and exercising.
- Lead the assessment and debrief of the Council's response following an emergency plan activation, capturing lessons learned and ensuring follow-up actions are completed.
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- Actively seek funding opportunities to support resilience activity, including managing budgets and reporting on outcomes.
- Author reports, briefings and presentations for elected members, the Senior Leadership Team, relevant Committees and other audiences as required.
- Provide guidance and mentoring to less experienced officers within the team, supporting their professional development.
- Work at a consistently high level without direct supervision.
- Responsible for undertaking relevant Equality Impact Assessments.
- Represent the service at stakeholder meetings and operations.
- Positively promote the work of the service.
- The postholder will be expected to carry out any other duties commensurate with their grade.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications

- Educated to degree level or equivalent, and/or
- Management qualification ILM level 5 or equivalent or higher (or five years' experience in emergency planning or equivalent).
- Willingness to work towards a qualification specific to the area of work.
- Excellent literacy and numeracy (evidenced, if possible, by formal qualifications).
- *Desirable - NEBOSH General Certificate or IOSH Managing Safely.*
- *Desirable - Certificate in Business Continuity Management or equivalent.*

Experience

- Working within emergency planning, civil contingencies or business continuity.
- Substantial experience of multi-agency partnership working, including with blue light services and other Category 1/2 responders.
- Developing, testing and exercising emergency and business continuity plans.
- Working to deadlines within a defined programme of work.
- Working with technical or legislative source material and converting it into clear, usable documents.
- Managing a 24-hour on-call or duty rota.
- Preparing and presenting reports and briefings to elected members and senior management.
- Securing and managing change.
- Working in an environment where confidentiality is required.

- *Desirable – Experience of working within a disciplined or uniformed environment.*
- *Desirable – Experience of liaising with COMAH or other high-hazard sites.*
- *Desirable - Providing training and support to practitioners and in a range of environments.*

Knowledge and Skills

- Sound knowledge of the Civil Contingencies Act 2004, and relevant national and regional resilience frameworks.
- Ability to analyse complex risk information and translate it into effective plans and arrangements.
- Ability to negotiate effective working relationships with internal services and external agencies across sectors.
- Ability to make rational, justified decisions under pressure, including during live incidents.
- Effective presentation, communication and interpersonal skills, adaptable to a range of audiences.
- Excellent organisational skills and the ability to manage a heavy and unpredictable workload in order to ensure that all deadlines and targets are met.
- Ability to work with minimal supervision and a high level of accuracy.
- Commitment to high-quality, customer-focused service delivery and continuous improvement.
- Ability to negotiate effective working partnerships with other internal services and external agencies in the public, private and voluntary sector.
- Ability to make rational and justified decisions after consideration of all the available information.
- Using persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes.
- Ability to work through problems, evaluate and mitigate risks and offer practical solutions.
- Strong ability to gather and analyse statistics and to review and evaluate interventions and initiatives being provided.
- Self-driven, enthusiastic and innovative approach and able to be flexible with new emerging areas of work.
- Ability to handle emotive and stressful situations and remain calm under pressure.
- Ability to work to targets, both individually and as part of a team.
- Imaginative and innovative approach to dealing with complex issues.
- *Desirable - Awareness of local government services and structures for delivery.*
- *Desirable - Understanding of the need to take a strategic approach to tackling issues relating to community safety.*
- *Desirable – Knowledge of COMAH and REPPiR regulations.*

ADDITIONAL INFORMATION

- A full current driving licence for driving motorcars and vans is essential.
- Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level and Non-Police Personnel Level 2 vetting (NPPV2F).
- Commitment to, and understanding of, equal opportunities in both employment and service delivery.

Health & Safety Considerations

- Predominantly office-based/desk-based work
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Occasional site visits, which may include outdoor or operational environments

DATE OF APPROVAL: 16/9/26

A handwritten signature in black ink, appearing to read 'Caroline Laing', with a small dot at the end.

APPROVED BY: CAROLINE LAING (HEAD OF COMMUNITY SAFETY)