

JOB DESCRIPTION

JOB TITLE	Senior Plans Officer (Emergency Resilience Planning) FTC 6-months
GRADE	PO6
REPORTING TO	Strategic Corporate Resilience Manager
JD REF	CS&CE0066P

PURPOSE

To develop, review and update the Council's suite of emergency and business continuity plans over a fixed six-month period, working to a defined plan development programme agreed with the Strategic Corporate Resilience Manager.

To ensure plans produced reflect current statutory requirements under the Civil Contingencies Act 2004 and associated guidance, current risk assessments and the Merseyside Community Risk Register, and are fit for use by responding officers and partner agencies. This post is primarily a plan-writing role, with some additional low-level support duties within the Resilience team.

MAIN DUTIES AND RESPONSIBILITIES

Plan development (primary focus)

- Draft, review and update generic and hazard/site-specific emergency plans in line with an agreed work programme and priority order.
- Draft, review and update business continuity plans and supporting documentation, in line with Business Continuity Institute Good Practice or an equivalent standard.
- Consult with relevant Council services, partner agencies and subject matter experts to gather the information needed to produce accurate, workable plans.
- Ensure all plans produced reflect the Civil Contingencies Act 2004, relevant regulations (including COMAH and REPPIR where applicable) and current national and regional resilience guidance.
- Incorporate lessons learned from exercises, incidents and debriefs into revised plans and arrangements.
- Maintain a consistent organisational style, version control and document management approach across all plans produced.



- Liaise with the Strategic Corporate Resilience Manager to prioritise and sequence the plan development programme and report progress against it.
- Present draft plans to relevant stakeholders for review, validation and sign-off.
- Support the testing and exercising of newly developed or updated plans, including preparing exercise materials and documentation.

Other duties (low level/support):

- Provide administrative support to multi-agency meetings relevant to plan development, including preparing agendas, taking notes and circulating actions.
- Assist with horizon scanning for new or emerging risks relevant to the plans being developed.
- Support the delivery of training and awareness sessions related to the plans produced.
- Provide occasional general emergency planning administrative support to the wider team during the contract period.
- Responsible for undertaking relevant Equality Impact Assessments in relation to plans produced.
- 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

- Extensive experience of writing or contributing to emergency plans, business continuity plans, procedures or similar technical/operational documents.
- Experience of working to deadlines within a defined programme of work.
- Experience of engaging and consulting with stakeholders to gather information for plans.
- Experience of working with technical or legislative source material and converting it into clear, usable documents.
- *Desirable - Experience of working within emergency planning, civil contingencies, business continuity or a related field.*
- *Desirable - Experience of supporting the testing or exercising of plans.*
- *Desirable - Experience of 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.*

Knowledge and Skills

- Excellent working knowledge of the Civil Contingencies Act 2004 and business continuity principles, or a demonstrable ability to acquire this quickly.
- Excellent written communication skills, with strong attention to detail and document control.
- Ability to manage own workload and meet programme deadlines with minimal supervision.
- Ability to engage effectively with a range of stakeholders to extract and verify information.
- Competent use of standard IT and document management software.
- Commitment to high-quality, accurate work and continuous improvement
- *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.*

ADDITIONAL INFORMATION

- This is a fixed-term contract for 6 months, primarily to deliver a defined plan development programme
- 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.
- 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



APPROVED BY: CAROLINE LAING (HEAD OF COMMUNITY SAFETY)