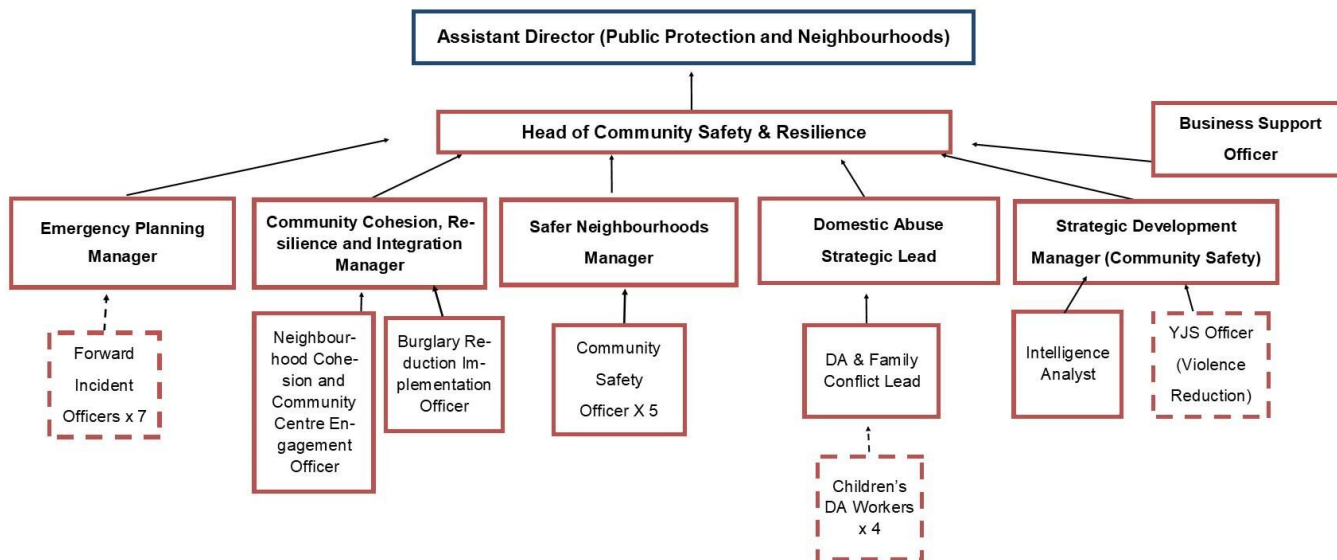


ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

DIRECTORATE	Public Health and Communities
SERVICE	Community Safety & Resilience Service
LOCATION	Floor 2, Number One Riverside
JOB TITLE	Emergency Planning Manager
POST NUMBER	
Grade	Grade 10
Accountable to	Head of Community Safety & Resilience Assistant Director (Public Protection and Neighbourhoods)
Accountable for	Forward Incident Officers (indirect)
Hours of Duty	37 hours per week in accordance to the Authority's scheme of flexible working.
Any Special Conditions of Service	<ul style="list-style-type: none">• The authority operates a smoke free policy for all employees and applies to any buildings and associated grounds within the immediate vicinity of the building which is wholly owned leased or operated by RBC.• Attendance at meetings conferences or other events out of hours which will be compensated in accordance with Local Conditions of Service.• Requirement to travel within and outside the Borough for which a mileage rate allowance is payable.• The Council is committed to safeguarding and promoting the wellbeing of vulnerable adults. It expects all staff to share this commitment.• The post holder will need to satisfy Greater Manchester Police vetting requirements for work within a Police Station.

ORGANISATIONAL CHART



PURPOSE AND OBJECTS OF THE JOB

1. Responsible for the Council's preparedness, response and recovery arrangements under the Civil Contingencies Act 2004.
2. Working in conjunction with the Greater Manchester Resilience Unit, lead on the council's emergency planning function which manages risk and ensures the Council preparedness and response to incidents is appropriate and compliant with current legislation and takes account of best practice.
3. Responsible for ensuring council emergency response and recovery plans are up to date and readily available to Strategic Leads, Tactical Officers and Operational Officers in the event of emergency.
4. Working in conjunction with the Greater Manchester Resilience Unit, lead on the training, coordination and preparedness of the council's on-call officers; providing assurance that the Council has an ability to provide 24/7 emergency response and recovery.
5. Provide support and specialist advice on emergency planning and business continuity management, preparedness, response and recovery to internal and external stakeholders.
6. Provide support and specialist advice on Protect duties; ensuring up to date advice is available to internal and external stakeholders.

Control of Resources

Personnel

Responsible for the direction, leadership, motivation, performance management and discipline of all staff under the direct and indirect management of the post holder in accordance with the Council's policies and procedures.

To assist and support such staff in their learning and development identified through their Performance Development Reviews and to meet the aims and objectives of the service and the Council.

Financial

In accordance with the Council's financial regulations, responsible for the effective management, monitoring and use of budget cost centres allocated to the post holder.

Be responsible for the budget management of relevant capital and revenue expenditure

Equipment/Materials

Responsible for the safe, efficient and effective use, security, maintenance and programmed replacement of equipment and materials used by the post holder and the proper maintenance of record systems.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for undertaking the Council's mandatory training and assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

The post holder is also responsible for identification and implementation of training and development identified for staff under their supervision.

Relationships (Internal and External)

Internal

- Council's Joint Leadership Team
- Director of Public Health and Communities
- Assistant Director (Public Health and Communities)
- Assistant Director (Public Protection and Customers)
- Head of Community Safety and Resilience
- Managers and staff within Community Safety and Resilience Service
- Members and officers associated with the Rochdale Safer Communities Partnership, particularly officers within Adults and Children's services, Adults and Children's Safeguarding Boards, Health and Wellbeing Boards, and officers within Youth Services.
- Elected Members, committees and working parties of the Council
- Trade Union representatives

External

- Local strategic partners particularly Greater Manchester Police and Greater Manchester Fire and Rescue Service, voluntary organisations and the business community.
- Greater Manchester Resilience Unit
- Greater Manchester Combined Authority
- Employees within other Local Authorities, Public Bodies, Funding Bodies, Government Department/Agencies
- Representatives and employees of partner organisations including statutory and non-statutory partners
- Members of the public and targeted communities/users.
- Private professional and technical personnel, including developers, consultants and contractors.
- Members of Parliament

Responsibilities

The postholder must -

1. Perform his/her duties in accordance with Council's policies and procedures, the officer code of conduct, the Council's Value and Behaviours and Rochdale Council's Equality and Diversity Policy.
2. Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
3. Must be able and willing to render regular and efficient service to undertake the duties of the post.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Principal Duties

1. Lead on the council's preparedness to meet statutory duties in relation to emergency planning; including training and development of council officers and Members and coordinating local exercises in conjunction with the Greater Manchester Resilience Unit.
2. Work closely with the Greater Manchester Resilience Unit (GMRU) and respective Business Partners to ensure council emergency response and recovery plans are up to date and readily available to Strategic Leads, Tactical Officers and Operational Officers in the event of emergency; regularly updating Resilience Direct on behalf of the council.
3. Lead on the training, coordination and preparedness of the council's Forward Incident Officers, Tactical Officers and Strategic Officers and provide assurance that the Council has an ability to provide 24/7 emergency response and recovery.

4. Oversee the maintenance of the Council's on-call rota and contact lists; updating key stakeholders and departments of changes to rotas and contact information.
5. Working in conjunction with the Greater Manchester Resilience Unit, lead on the development and implementation of relevant emergency planning action plans to improve the council's emergency planning approach.
6. Working in conjunction with the GM Resilience Unit and blue light services, co-ordinate a continuous programme of training and exercises to test local plans to develop resilience within the Council in connection with all aspects of emergency preparedness; updating response plans accordingly.
7. Work in close partnership with a broad range of council services, with multi-agency partners within the Local Resilience Forum (LRF) and working with communities, businesses, schools and other organisations to develop and implement relevant plans.
8. Coordinate, facilitate and support local emergency planning meetings and take a leading role in preparing and sharing documents, agenda's, briefings, data and presentations.
9. Lead on establishing and maintaining a range of reception centre locations, ensuring reception centre boxes and supporting frameworks are ready and fit for purpose. Supporting the recruitment and training of volunteer roles and working with the community to create opportunities to support the wider emergency planning response.
10. Conduct reviews, and debriefs identifying capability gaps, strengths, and together with lessons learnt following incidents, make formal recommendations to leadership for rolling out best practice and addressing gaps.
11. Contribute to the Strategic Risk Management processes by developing and reviewing service business continuity plans and reporting on risk management arrangements to senior leaders in the organisation.
12. Oversee, develop and maintain a standardised business continuity impact analysis framework and business continuity plan template; fulfilling the role of service risk champion and providing advice to other business continuity leads in development of their plans.
13. Assist with the promotion of business continuity to fulfil statutory duties; ensuring up to date advice is available to both internal and external stakeholders.
14. Provide support and specialist advice on Protect duties; ensuring up to date advice is available to both internal and external stakeholders.
15. Coordinate induction activities, and arranging personal protective equipment (PPE) and all the necessary equipment required for new and existing on-call members to provide a 24-hour response to emergency incidents.
16. Responsible for keeping the service and council up to date in Civil Contingencies legislation, and the command-and-control structures and processes.
17. Responsible for the effective management, monitoring and use of budget cost centres allocated to the post holder; ensuring on-call payments are made.

18. Assist the head of service with the development of operational orders and security, safety and emergency planning for council elections.
19. Offer expert emergency planning advice to the council's Safety Advisory Group.
20. Prepare reports and briefing papers for Elected Members, leadership, the Community Safety Partnership and external bodies as required.
21. Deputise for the Head of Community Safety and Resilience at Greater Manchester forums and local meetings.

Secondary Duties

- 1 Participate in civil contingencies training and contribute to the council's emergency response and preparedness, when required.
- 2 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 3 To be responsible for staff recruitment and development, including the provision, development and review of service plans and work programmes for the Service, implementation of human resource policies and staff recruitment, deployment and development.
- 4 Attend meetings and events as necessary including occasional evenings and weekends. Attend Council Meetings, Cabinet meetings, scrutiny meeting and Committees. Liaise with and attend partnership bodies and working parties to represent the Service. Represent the Council at borough events
- 5 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 6 To represent the Community Safety and Resilience Service at events, Committee meetings, officer meetings and meetings with external bodies deputising for senior officers of the Council and the Rochdale Safer Communities Partnerships as required.
- 7 To contribute to the regular review of staff development, work programmes, office systems and procedures.
- 8 To participate in training events as both facilitator and trainee as required from time to time.

Job Description prepared by Chris Highton Date 29/01/2025

Agreed by Postholder _____ Date _____

Manager _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Community Safety & Resilience Service	Post:	Emergency Planning Manager
Section :	Community Safety & Resilience Service	Post Number :	
Job Ref:		Grade:	Grade 10

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential(E) Desirable (D)	How identified Application(A) Interview(I)
Special Working Conditions		
Able to work some evening and weekends if required	E	A
Able and willing to travel in the course of duties	E	A
Qualifications and Experience		
Educated to degree standard or equivalent qualification level; or formal training relevant to the role plus significant experience working in a similar field	E	A, I, production of certificate at interview (if applicable)
Evidence and commitment to continuing personal and professional development (CPD)	E	A
Extensive experience of interpreting and applying emergency planning and business continuity legislation and policy	E	I
Previous experience as a Forward Incident Officer or working with similar on call arrangements	E	A
Significant experience in front-facing or partnership working (e.g. Health, Local Authority, Police, Voluntary and Community Sectors) or in contingency planning in a large organisation	E	AI
Knowledge of computerised systems to record information, and administrative systems, processes and procedures	E	AI
Experience of working within in the JESIP framework principles and knowledge of response terminology used	E	AI
Experience of using IT software/Microsoft applications to prepare quality written material for a range of audiences, accurately recording notes and actions, and maintaining key service and project documents	E	AI
Experience of successful engagement and delivery of positive outcomes for organisations, stakeholders and the wider community	E	AI

	Experience of writing, implementing policies etc.	E	A
Skills and Knowledge			
	Experience of completing Business Impact Assessments and business continuity plans.	E	AI
	Experience of developing, updating and implementing emergency response and recovery plans	E	AI
	Good knowledge of the roles and responsibilities of the Emergency Services, Local Authorities, Health services and other key partners in managing Major Incidents	E	AI
	Good verbal and written communication skills; with effective presentation and engagement skills and the ability to adapt personal style depending upon the audience (both internal and external audiences)	E	AI
	Able to work effectively in a political environment and establish positive relationships with senior managers, elected members, external partners and community groups	E	I
	Good strategic planning and organisational skills; monitoring performance, assessing and mitigating risks, managing competing priorities and delivering outcomes within the required deadlines	E	I
	Good analytical skills with the ability to research new concepts, interpret information from various sources, identify opportunities, and produce innovative solutions	E	I
	Adaptable and flexible approach to work, remaining calm and solution-focused in high pressure/unexpected situations to meet the changing needs of the service	E	I
	Knowledge of the roles and responsibilities of the Emergency Services, Local Authorities, Health services and other key partners in managing Major Incidents	E	I
Values and Behaviours			
	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	A