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**Job Description**

**Emergency Planning & Business Continuity Officer – Fixed Term 12 Months**

**Date 15th July 2025**

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| **Position Title and Post Number** | Emergency Planning & Business Continuity Officer – Fixed Term 12 months |
| **Department** | Assets & Investments |
| **Band** | OneTeam – Band 7 |
| **Location** | Hybrid - Rochford/Brentwood |
| **Reporting to** | Director Communities & Health |
| **Work location and arrangements** | The span of work for this role covers both Rochford District Council and Brentwood Borough Council.  Hot desking or Agile working |

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

**MAIN PURPOSE**

Brentwood Borough Council and Rochford District Council, working together as part of the One Team, are seeking a proactive and detail-oriented Emergency Planning Officer to join our team on a 12-month fixed-term contract.

This vital role will focus on reviewing and enhancing our current emergency preparedness and response arrangements, with a particular emphasis on out-of-hours response plans. You will ensure that our emergency and business continuity plans are robust, up to date, and fit for purpose, supporting the Councils’ ability to respond effectively to incidents and emergencies.

In addition you will need to support the Corporate Manager for Facilities & Compliance, Director if Assets & Investments and other senior officers in the coordination of responses to Emergency planning/Business Continuity.

**MAIN RESPONSIBILITIES**

1. To ensure that the Councils meet their responsibilities under the Civil Contingencies Act 2004.
2. To assess the risks to the Councils and ensure appropriate plans are in place. Ensure local risk assessments link to the Essex Community Risk Register.
3. To ensure the Corporate Leadership Team can respond to an emergency. Document this in an Emergency Plan with supporting Operational Plans.
4. To ensure the Corporate Leadership Team can respond to a disruption to service delivery. Document this through the provision of a Business Continuity Plan, supported by Service Business Continuity Plans developed with Service Managers.
5. To be responsible for the maintenance and review of plans, procedures and policies to an agreed programme to ensure plans remain accurate, up to date and relevant. Ensure plans coordinate with the Essex Resilience Forum plans and those of partners. Represent the Councils in working with the Essex Resilience Forum and contribute to joint projects.
6. Review and Update Out-of-Hours Response Plans including:

* Assess current out-of-hours emergency response procedures.
* Develop clear and concise process charts and guidance documents.
* Ensure all relevant information is accessible and actionable for the out-of-hours office.

1. To recruit and train a group of Emergency Officers to support the Corporate Leadership Team during an emergency response.
2. To work with the Communications Team to ensure the Councils have the capability to deal with the demands of an emergency response.

1. To undertake a training Needs Assessment and carry out following:

* Identify and review training requirements for senior officers involved in emergency response.
* Coordinate and support the delivery of relevant training sessions.
* To review, write and deliver training exercises to be carried out by the senior management team and other relevant officer, agencies and partner organisations.

1. To coordinate post incident debriefs and implement the improvements identified.
2. To Maintain a knowledge of current best practice in Emergency Planning and Business Continuity.
3. To assess resource requirements for maintaining resilience and make a case for the required funding.
4. To undertake any other duties which may reasonably be within the competence of the post holder.

The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provide by OneTeam at Brentwood Borough Council and Rochford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

**Corporate responsibilities**

All roles will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the Councils’ premises as required to meet the needs of the service.

The post holder will be expected to follow the Councils’ policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council’s Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils’ policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council’s Health and Safety Policy and procedures.

To support the Council’s Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the Councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.

**Review**

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

**PERSON SPECIFICATION**

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| **Position Title:** | Emergency Planning & Business Continuity Officer | **Date Prepared:** | Sept 2023 |
| **Team** | Communities & Health | **Band:** | OneTeam – Band X - £X to £X |
| **AF= Application Form** **I = Interview T= Test** | | | |

|  | **REQUIREMENTS** | **Essential** | **Desirable** | **Assessed** |
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| **1.** | **EXPERIENCE AND KNOWLEDGE** |  |  | **AF/I/T** |
| 1.1 | * Detailed knowledge of the legislative framework for emergency planning/response |  |  | **AF/I** |
| 1.2 | * Awareness of Local Government structures and procedures |  |  | **AF/I** |
| 1.3 | * Understand why equalities and diversity is important and can apply this in the workplace |  |  | **AF/I** |
| 1.4 | * Significant experience in an emergency planning or related role and able to demonstrate substantial achievements |  |  | **AF/I** |
| 1.5 | * Managing volunteers in an emergency situation |  |  | **AF/I** |
| **2.** | **SKILLS AND ABILITIES** |  |  |  |
| 2.1 | * Confident and have the ability to present to audiences |  |  | **AF/I** |
| 2.2 | * Ability to articulate complex issues in a clear and concise way in a pressurised environment |  |  | **AF/I** |
| 2.3 | * Ability to problem solve through negotiation |  |  | **AF/I** |
| 2.4 | * Microsoft ‘Office’ including Word, Excel, PowerPoint and Outlook |  |  | **AF/I** |
| 2.5 | * Knowledge of IT systems to develop reliable methods of remote working and communication |  |  | **AF/I** |
| 2.6 | * Excellent communicator |  |  | **AF/I** |
| 2.7 | * Ability to work outside in all weathers, day/night as part of an emergency response |  |  | **AF/I** |
| 2.8 | * Good level of personal fitness and mobility |  |  | **AF/I** |
| 2.9 | * Lifting and carrying equipment and material |  |  | **AF/I** |
| 2.10 | * Ability to drive the emergency 4x4 vehicle |  |  | **AF/I** |
| **3.** | **EDUCATION AND TRAINING** |  |  |  |
| 3.1 | * A Level standard of equivalent in English/Maths |  |  | **AF/I** |
| 3.2 | * A recognised professional qualification in Emergency/Disaster Management and/or an Associated member of Emergency Planning Society actively pursuing professional development programme |  |  | **AF/I** |
| 3.3 | * Full Driving Licence |  |  | **AF/I** |
| **4.** | **OTHER** |  |  |  |
| 4.1 | * A flexible working approach to attend both organisations in person, as and when required. |  |  | **I** |
| 4.2 | * Adhere to the Council’s values and behaviours. |  |  | **I** |
| 4.3 | * Commitment to maximising potential and continuous improvement of self and of service. |  |  | **I** |