JOB DESCRIPTION - NEIGHBOURHOOD SERVICES

IDENTIFICATION

Post Title:	Resilience Officer	Post Ref:	213155
Section:		Grade:	10
Responsible to:	Service Manager Community Safety and Resilience		
Responsible for:			

JOB PURPOSE

To ensure the Council complies with its statutory duties as defined within Civil Contingencies and related legislation.

PRINCIPAL WORKING CONTACTS

Service Managers
Heads of Service
Category 1 Responders
Category 2 Responders
Voluntary sector
Scottish Government resilience staff
Elected members

MAIN DUTIES

Assist and support the implementation of the Council's resilience strategy, incorporating integrated emergency management principles.

Assist in the assessment, preparation, implementation, maintaining and reviewing of the council's emergency plans, including statutory duties arising from civil contingencies and related legislation, to ensure the Council can respond to and recover from emergencies and major/critical incidents. This includes testing and validation of plans.

Assist in undertaking risk assessments in conjunction with partner agencies and assess, prepare and maintain plans to deal with identified hazards, risks and potential emergencies not covered by statutory responsibilities.

Conduct and facilitate briefings, debriefings and presentations as necessary.

Provide advice and guidance on resilience matters as required, relating to civil contingencies including integrated emergency management principles.

Represent the council and support the work of the Regional Resilience Partnership (RRP), and Local Resilience Partnership (LRP) working at tactical level and attending meetings of the Partnership and its subordinate groups, and working in conjunction with Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service, neighbouring local authorities, Port Authorities, NHS, SEPA, Scottish Water, utilities, pipeline operators, transport operators, HSE, voluntary and business sectors, the Scottish Government, UK government, and other relevant Scottish or UK agencies.

Support and assist in the development and delivery of a comprehensive programme of training for council staff, elected members and others involved in emergency management, including participation in multi-agency exercises and in conjunction with the regional and local resilience partnerships and in conjunction with the RRP and LRP.

Support the development and implementation of incident management procedures and associated systems/software.

Assist in the co-ordination, activation and implementation of the Council emergency centre plans, including testing and validation.

Engage with community planning partnerships to promote business and community resilience to vulnerable communities, and support the development of community resilience plans.

Assist with the provision of advice and guidance to local businesses and voluntary sector in relation to business and community resilience.

Respond to emergency situations within and out with normal working hours and manage, organise, and participate actively in any stand-by arrangements to ensure comprehensive all year cover for operational purposes to emergencies.

Assist in the development of emergency plans for key public events, where the Council is the lead organiser in accordance with good practice and health and safety legislation.

Assist in the provision of advice and guidance to event organisers, via the safe events multi-agency team, and chair meetings as necessary.

Oversee the collation, maintenance and review of business continuity information and associated plans across Council services, monitoring progress, resolving issues and ensuring that records and plans are accurate, current and fit for purpose.

Oversee and guide engagement activity that promotes business, community and household resilience, including the maintenance of stakeholder information, coordination of communications and support for community resilience planning activity.

Deputise for the Service Manager Community Safety and Resilience as required.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Resilience Officer

SERVICE/DIVISION/SECTION: Community Safety & Protection

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Educated to HND/SVQ4, or equivalent in a relevant subject area.	Educated to degree level or equivalent	Application Form/ Interview
RELEVANT WORK/OTHER EXPERIENCE	Comprehensive understanding of the role of Local Authorities in Emergency Planning and Response Working knowledge of Microsoft packages, including Office 365, Teams, Word, Excel	Experience in similar role	Application Form/ Interview
PARTICULAR SKILLS/ABILITIES	Excellent management and organisational skills Excellent oral communication skills Excellent written communication skills Excellent listening skills Excellent crisis management and evaluation skills Excellent analytical and problem solving skills Excellent hazard and risk analysis skills Excellent decision making skills Good keyboard skills Good presentation and facilitation skills Experience of resilience and civil contingencies functions	Experience of delivering training Experience of working in a number of work streams, teams and projects Experience of incident management/business continuity software Experience of multi-agency working at strategic and tactical levels Experience of interacting with officers at all levels Experience of command control functions Understanding of the system of local and national government in Scotland and the UK Experience of engaging with communities	Application Form/ References/ Interview
PERSONAL QUALITIES	Ability to prioritise workload Ability to work on own initiative		Application Form/ References/ Interview

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
	Ability work creatively Flexible approach to work Self confidence Ability to work as part of a team Ability to work unsupervised Ability to work under pressure		
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to work out with normal office hours Full, current driving licence (Level 3) Access to a vehicle		Application Form/ Interview