

Job Description and Person Specification

Job title:	Emergency Planning Technician
Department	Place
Service:	Development and Regulation
Team:	Joint Emergency Planning Unit
Post number:	TBC
Salary grade:	F
Work location:	Council Offices, Market Street, Newbury
Reports to:	Service Manager or Senior EPO
Supervises:	None

Job Purpose

To work within a team within the Joint Emergency Planning Unit (JEPU) (currently West Berkshire, Bracknell and Royal Borough of Windsor & Maidenhead) to ensure the Councils involved are compliant with the Civil Contingencies Act 2004 and other legal requirements for risk sites in the areas (COMAH, REPP/IR/MACR/PSR/MAPH etc). This will include:

1. Working co-operatively, as part of a team to provide comprehensive efficient and effective assistance to the JEPU;
2. Provision of comprehensive and customer focused support by leading as the entry point to the JEPU;
3. Developing effective working practices to meet changing needs and the Council's commitment to continuous improvement;
4. Playing a key role in ensuring the Service Delivery activities in matters appertaining to staff training, service related contracts including monitoring compliance, Health and Safety, budgets, Training and Communications.
5. Coordinate the delivery of multi-agency resilience groups – from concept to delivery, including administrative tasks
6. Ensuring the coordinating of the Emergency Out of Hours (OOH) Service for each Council
7. Ensuring the Councils Emergency Control Centres, are able to operate effectively and immediately.
8. To be an integral part of the response to any emergency.

Structure Chart



Main Duties and Responsibilities

Specific to Team Role

1. To provide a consistent and reliable high quality support service to the JEPU.
2. To manage the JEPU diary, ensuring that information is at all times up to date and accurate, that appointments, meetings and training are realistically planned.
3. To engage on a regular basis with a wide range of partners within the 3 Councils, external customers and professional partners, including emergency services, utility companies, voluntary agencies, the military, businesses and government departments.
4. To maintain and update files and records, including those of a highly confidential nature such as personal details and business information using existing systems and processes and ensuring accuracy and security of information.
5. To maintain a variety of databases and financial systems, both manual and computerised (e.g. Agresso) etc. with the production of reports as necessary. To collect data and process into spreadsheets and databases as required, ensuring accuracy and security, and then to manipulate and extract the information held in order to produce reports.
6. To ensure systems and processes for the team are in place to ensure an effective up to date response at all times. This will include training and exercise records, Events database, Government secure database –Resilience Direct, Secure systems including Mobile Telephone Preferential Access System (MTPAS), and Airwave Systems, Contacts and equipment register.
7. Undertake tasks related to booking events and training programs including maintaining records for the whole team, providing information, booking venues, managing bookings and undertaking administrative preparation associated with events.
8. Arrange meetings, prepare and distribute agendas and other documentation. To attend meetings and take minutes as required.
9. To contribute as appropriate to support the JEPU staff by coaching and training in relation to specific databases and the Emergency Operations Centre.
10. To produce and format a range of documents, including letters, reports, minutes etc and ensure that they are accurate and well-presented meeting specifications and deadlines.
11. To coordinate and maintain a wide range of documents for the 3 Councils including the Emergency Duty Officer rotas, the Emergency Out of Hours Manual and the Service Delivery Plan.
12. Lead on the Contract Monitoring in relation to OOH Contact Centre's including engaging with the OOH Control Rooms contracted to provide the OOH Service monitoring their responses, reviewing their compliance with specifications, engaging with the management to resolve any areas of concern/non-compliance, leading on 6 monthly review meetings, provision of statistics and supporting the development of new contracts as necessary.

Main Duties and Responsibilities

13. Lead the coordination of JEPUs training and exercising by way of booking meetings, training sessions and other diary management as necessary across 3 Councils and in a multi-agency environment.
14. Coordinate and administer the initial reviews of Development Control applications, in particular in relation to the AWE sites, including drafting the initial response.
15. To perform a range of financial tasks including raising purchase orders and invoices, and supporting the Service Manager with budget management.
16. To be available to support an emergency response including:
 - a. Leading on the daily Duty Officer role being the initial customer interphase including being the daily point of contact at the start of an emergency.
 - b. Supporting the JEPUs at times of emergencies including leading on the Multi-Agency Information Cell (MAIC) role.
 - c. To maintain the Emergency Operations Centres in order to ensure that each one can be activated and be operational immediately.
17. Coordinate the maintenance and accuracy of the websites for Emergency Planning across the 3 Councils.

General

18. Promote equality as an integral part of the role, treating everyone with fairness and dignity.
19. Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
20. Adhere to the standards set out in the WBC competency framework.
21. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
22. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.

Scope (impact on/control of resources, people, money etc)

1. The post holder will work within JEPUs with a wide range of critical activities undertaken
2. The post holder will have no direct management but will have essential direct links to work with all within JEPUs and across all 3 Councils with a wide sphere of influence and critical engagement
3. The work activities undertaken are critical to the smooth operation of the JEPUs and the three Councils as a whole.
4. Day to day management of revenue budgets of up to £100K and capital budgets as assigned from time to time

Person Specification		
Qualifications	Essential/ Desirable	Internal Use Only
A Levels or equivalent and/or minimum 3 years relevant experience	E	1
Qualification in a relevant area e.g. Finance	D	1
Experience		
Experience in the field of Emergency Planning and/or Business Continuity	D	1
Experience of using accounting related systems	D	2
Good working knowledge and use of English Grammar	E	1
Good numeracy skills	E	2
Experience of local government systems and policies	D	3
Experience of IT systems including MS Office	E	3
Experience of working in a multi service and/or multi agency environment	E	4
Experience of using databases	E	5
Knowledge and understanding		
Experience in using Email and Outlook and to use a web browser to access information	E	1
Confident, fast and accurate keyboard skills	E	2
Ability to provide clear direction for staff and command respect	E	3
Ability to contribute to the development of a team to ensure they are supported and challenged in their professional development	E	4
Experience in maintaining and improving effective systems for the smooth running of the organization	E	5
Ability to think clearly and convey instructions confidently	E	6
Familiar with Health and Safety requirements	E	7
Work-related personal qualities		
Commitment to be a robust team player	E	1
Good interpersonal skills, including with senior level staff	E	2
Ability to deal sympathetically with sensitive/difficult telephone calls	E	3
Willingness to be flexible and work as a team player	E	4
Self-motivated	E	5
Adaptable, responsive and resilient under pressure	E	6
Good organisation skills with ability to work to deadlines	E	7
Committed to the development of the professional and personal wellbeing of all staff	E	8
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	1
Commitment to promoting and implementing equal opportunities	E	2
Commitment to undertake work related training on a regular basis	E	3
Be fluent in English	E	4
Enhanced DBS check with relevant barred list/s	E	5
Security Clearances related to the specific sites (SC)	E	6
Is this post politically restricted?	No	

The ability to work out of normal working hours on a periodic basis, including evening meetings and weekends	E	7
The posts holder will need to be willing to travel between offices	E	8
Full, current driving licence, own transport which has insurance for Business Use (essential car user)	E	9
Ability to work on an on call rota to provide an out of hours	E	10