



Job Description

Corporate Services and Strategy Directorate

Post Title	Civil Contingencies Officer		
Post Number	BG00040	Grade	7
Base	Civic Centre	Hours of Work	37 Hours
Car User Allowance	Casual	Disclosure	No
Contact	D Griffiths	Updated	March 2014

Principal Job Purpose

Responsible to: Civil Contingencies Team Manager

Responsible for: To support the development and implementation of corporate arrangements to ensure that the Council complies with all requirements of the Civil Contingencies Act (2004) and other legislation in respect of its statutory obligations for planning for and responding to emergency situations. To deputise for the Civil Contingencies Team Manager, as necessary.

Principal Accountabilities

1. To provide professional advice to the Council in respect of civil contingencies. To develop, support and maintain response arrangements based on community risk to enable a coordinated approach to the response to emergencies and disruptive incidents, taking into account legislation related to civil protection.
2. To lead and project management of areas of responsibility, relating to emergency preparedness and business continuity, with direction and support from the Civil Contingencies Team Manager.
3. To support, and lead where necessary, on the preparation and development of arrangements to meet the Council's requirements under:-
 - The Control of Major Accident Hazards Regulations, 1999
 - The Pipelines Safety Regulations, 1996
 - The Radiation Emergencies Preparedness and Public Information Regulations, 2001
 - The Flood and Water Management Act, 2010

4. To work with partner organisations within the Local Resilience Forum in development of multi agency arrangements to enable a coordinated approach to emergency response.
5. To support the organisation, delivery, facilitation and evaluation of presentations, training events and exercises to ensure:
 - plans and response arrangements are validated, and;
 - officers are familiar with both their role and the responsibilities of the Council in the response to an emergency or disruptive event.
6. To assist in the preparation of corporate business continuity arrangements that effectively address relevant cross service risks and issues.
7. To contribute to the development of Corporate, Directorate and Service Level BCM Plans in order to ensure an effective response to any incident or service disruption, either internal or external.
8. To provide professional advice to the Council in respect of emergency response.
9. To assist in the coordination of the Council response to incidents, if necessary, as the Forward Liaison Officer at the incident scene or other location, assessing the situation and communicating with Directorates, emergency services and other agencies as required.
10. To assist in the coordination of the Voluntary Sector during an incident.
11. To act as coordinator for the Blaenau Gwent Event Safety Advisory Group, providing independent advice and guidance to event organisers to ensure public safety. Assessing event applications on safety grounds, and coordinate the planning for large Council events.
12. To have responsibility for maintaining, up-dating and registrations in respect of the Government Telephone Preference Scheme (GTPS) and Mobile Telephone Privilege Access Scheme (MTPAS) initiatives.
13. To have responsibility for all equipment in support of the service, including relevant IT, resilient communications systems, care centre boxes and other stocks and supplies.
14. To take part in the “on-call” arrangements to enable the Council to respond to emergencies
15. To undertake occasional evening and weekend work.
16. To comply with the relevant sections of the Authority’s policy statement on Health, Safety and Welfare at Work.
17. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
Hold a relevant qualification at HNC / HND level or equivalent	Essential	✓			
Hold a relevant qualification in emergency management or business continuity	Desirable	✓			
Other experience					
Experience of multi-agency partnership working	Essential	✓	✓		
Able to demonstrate experience in the preparation of plans/reports/formal documents	Essential	✓	✓		
Able to demonstrate experience in the preparation and delivery of training and presentations	Essential	✓	✓		
Significant demonstrable experience of -project work in emergency planning, business continuity management or a related field. -planning and preparation of emergency response arrangements in the public sector.	Desirable	✓	✓		
Knowledge/Skills					
Understanding of the Civil Contingencies Act 2004 and Local Government responsibilities	Essential	✓	✓		
High level of understanding of local government services	Essential	✓	✓		
Ability to work on own initiative and within a multi-agency team	Essential	✓			✓
Ability to adapt workloads and priorities at short notice	Essential	✓			✓
Excellent interpersonal skills with the ability to communicate with a range of audiences	Essential	✓	✓		
Presentation skills	Essential	✓	✓		
Excellent IT skills including Microsoft office and GIS	Essential	✓	✓		
Able to write clear and concise reports.	Essential	✓	✓		
Able to react urgently within critical timescales	Essential	✓			✓
Able to work under pressure.	Essential	✓			✓
Problem solving skills	Essential	✓	✓		
Good analytical skills	Essential	✓	✓		
High level of organisational skills	Essential	✓			✓
Understanding of risk management and its application in an emergency management context	Desirable	✓	✓		
Good team worker	Essential	✓			✓

2. Special Requirements	Essential	Desirable
Willingness to work unsocial hours when required	✓	
Commitment to self development	✓	

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓