**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Resilience Officer (Business Continuity) |
| Salary: | £40,476- £43,693 plus on call allowance once competent in role |
| Grade: | Grade 11 |
| Hours: | *37 hours plus on call rota (one week in five)* |
| Team: | Joint Oxfordshire Resilience Team |
| Service Area: | Community Safety |
| Primary Location: | Oxfordshire Fire & Rescue HQ, Kidlington, OX5 2DU  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | No |
| Responsible to: | Resilience Manager |
| Responsible for: | No |
| Political Restricted Post: | No |

## Job Purpose

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| To take an active role within Oxfordshire County Council’s Resilience Team. The team provides emergency planning and business continuity support to Oxfordshire County Council (including Oxfordshire Fire & Rescue Service), Oxford City Council and to Cherwell District Council. To be responsible to the Resilience Manager for the development of plans. To maintain statutory emergency plans and deliver associated training/ exercising materials. To work with partner agencies on joint initiatives to improve resilience within the community and amongst professional partners. Contribute to the work of Thames Valley Local Resilience Forum. To participate in the on- call rota providing 24/7 emergency planning cover for the county. |

## Job Responsibilities

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| * To undertake statutory activities ensuring compliance with Civil Contingencies Act 2004, COMAH, REPPIR, MACR, Reservoirs Act and MAHP legislation including the development, writing and maintenance of complex emergency response plans and procedures across the three Local Authorities. This work will include working with multi-agency partners at Tactical and Strategic levels to ensure compliance in a complex working environment. * Identify, produce, and deliver training to key officers of the authorities, partner agencies, the public and others with a role in emergency plans, procedures, and response to ensure statutory compliance and preparedness across the three authorities. * To participate in extensive training and development and maintain a complex set of competencies. * Take a key role in Oxfordshire County Council’s Emergency Management arrangements. This includes supporting the evacuation of people in emergencies, setting up and running emergency reception centres and assisting vulnerable members of the community who may be distressed. Contribute to assessment and mitigation of risks likely to affect the three authorities. * Participate in the Resilience Team’s On- Call 24/7 rota providing first point of contact and response in the event of a reported incident. * You must be able to deal with and analyse complex and at times distressing information whilst lone working out of hours, working to time pressures, you must be able to make and record critical decisions.      * Take financial responsibility for out of hours incident response spending on behalf of the authority in the initial hours of response. * Be able to physically move, lift and deploy response equipment including whilst lone working out of hours. Must have driving licence and ability to drive organisational vehicles for which training will be provided. * Facilitate post-incident learning of internal and external representatives through a debriefing and organisational learning process. You must be able to produce reports and actions plans and ensure that these are monitored and escalated where critical actions are not closed out in a timely manner. * To occasionally work outside normal hours in support of training, community resilience, events, or meetings. Representing the authorities at external events as a subject matter specialist working in a public facing environment which can at times be challenging. * To participate in multi-agency county-wide and Local Resilience Forum groups and meetings representing the authorities with specialist knowledge and contribute to the development of multi-agency plans and procedures. * To participate at Safety Advisory Groups and contribute to the multi- agency planning for these events as a representative of the County Council. * To provide Business Continuity advice and provision within Oxfordshire County Council, Cherwell District Council and to businesses and voluntary agencies within the county to comply with statutory duties. * Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes, and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care.
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently.

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Degree or equivalent standard of education, it is desirable that this is in emergency planning or an aligned subject | A, D |
| Current full driving licence with use of a vehicle | A, D |
| Ability & willingness to lone work on call out of hours as required, remaining within one hour of Oxford whilst on call. | A, I |
| Ability to accurately produce and evaluate plans, procedures, reports, papers, training sessions and other guidance whilst organising and prioritising own workload. | A, I |
| Sensitively representing the Local Authorities to the public and professional partners whilst working under own initiative or as part of a team to identify critical requirements of an emergency and respond in a time pressured and complex environment or provide presentations or training. | A, I |
| Professional appearance with a commitment to and understanding of the principles of equality and diversity for all in employment and the delivery of services. | A, I |
| Able to deal with challenging environments whilst always remaining professional | A, I |
| Able to lift and move reception centre and presentation equipment and drive team vehicle including whilst lone working out of hours | A, I |
| Desirable Criteria | Assessed By: |
| Ability to work under own initiative, managing a complex and sometimes distressing workload, with minimum direct supervision and guidance | A, I |
| Significant experience in Local Authority or Public Agency emergency planning working in a multi-agency tactical environment | A, I |
| Working knowledge of Civil Contingencies Act 2004, REPPIR, MACR, COMAH, Reservoir Act, BCI Good Practice Guidelines, Emergency Response & Recovery and Emergency Preparedness. | A, I |
| Ability to prepare and deliver presentations, training and assessed exercises to staff, partner agencies and external representatives. | A, I |
| Ability to evaluate emergency situations and identify critical requirements for immediate attention and to organise and prioritise workload in response to unexpected interruptions and conflicting demands | A, I |
| Able to work as part of a team; at time staking a lead for team tasks | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

November 2023