


Profile Title:	Civil Contingencies Advisor					
Reports to:	Corporate Health, Safety and Emergency Resilience Advisor					
Employee Supervision:	None	Grade:	9	Profile Ref:	132804	
Purpose of the Post						
To provide specialist support to Council services and external organisations as required to ensure compliance with all legislation, guidance and best practice in relation to civil contingencies (including emergency planning, response, recovery, resilience and business continuity).						
Responsibilities						
<ul style="list-style-type: none"> • Provide professional advice, guidance and information to a variety of internal and external stakeholders as required, assessing and ensuring appropriate policies, procedures, training and plans are in place in line with national legislation and guidance. • Direct and assist in the investigation and debriefing of emergencies/major incidents, keeping stakeholders informed and ensuring follow-up action is taken as appropriate. • Act as 'first-point-of-contact' for activation of the Council's corporate emergency/major incident procedures, advising relevant officers when a major incident should be declared, as necessary co-ordinating, deciding on and implementing the most appropriate courses of action. • Assist in ensuring that the Council is carrying out its statutory responsibilities as a 'Category One Responder' in relation to relevant legislation and guidance, assessing the impact of civil contingencies legislation, regulations and codes of practice and identifying necessary changes. • Work with senior officers to identify a list of potential or actual emergency events or incidents requiring risk assessment and address the civil contingencies implications of them. • Prepare and deliver reports, information and statistical returns as required. • Carry out audits and inspections in accordance with risk-based priority planning programmes, advising senior managers on any action required to achieve compliance with legislation, guidance etc. • Establish and administer the Council's Emergency Control Room in the event of an emergency. • Contribute to the development of service strategies, policies and plans. • Liaise, negotiate, influence and collaborate with internal and external stakeholders including managers, employees, councillors, members of the public and partnership agencies as required, ensuring the development of effective relationships with a variety of individuals and groups. • Develop and maintain knowledge and information sources of local and national regulations, policies and procedures which have implications for service delivery, to satisfy internal and external demands. • Undertake any other duties commensurate with the role as requested by management. 						
Education and Training					Measure	Rank
• Level 5 qualification in a relevant area.					A/I	E
• Undertaken relevant specialist training/qualifications.					A/I	E
• Member (or eligible for membership of) an appropriate emergency planning/resilience organisation.					A/I	E

Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Experience of providing professional advice and guidance to managers at all levels of seniority, external agencies and other forums. 	A/I	E
<ul style="list-style-type: none"> Experience of developing, testing and implementing civil contingencies/resilience policies, procedures and plans. 	A/I	E
<ul style="list-style-type: none"> Substantial experience of developing, producing and presenting/delivering effective information, instruction, training and exercising. 	A/I	E
<ul style="list-style-type: none"> Experience and a thorough understanding of the core activities of a civil contingencies department, its aim and objectives and how they impinge upon client services. 	A/I	E
<ul style="list-style-type: none"> Substantial practical experience of working in civil contingencies within a Category One Responder, undertaking audits, inspections and developing management systems for civil contingencies. 	A/I	E
<ul style="list-style-type: none"> Experience of effective multi-agency working with organisations in the public and private sector. 	A/I	E
<ul style="list-style-type: none"> Relevant experience of consulting with employees' representatives on civil contingencies matters. 	A/I	E
<ul style="list-style-type: none"> Experience of effectively using computerised information systems and Microsoft packages. 	A/I	E
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Knowledge of local and national strategies, policies and legislation relevant to civil contingencies. 	A/I	E
<ul style="list-style-type: none"> A good understanding/knowledge of key local government pressures, activities, operations and risks as they apply to civil contingencies. 	A/I	E
<ul style="list-style-type: none"> A good working knowledge of local emergency resilience arrangements and regimes. 	A/I	E
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Excellent communication, negotiation and interpersonal skills with the ability to influence and deal with a variety of internal and external stakeholders at all levels including senior managers and members of the public. 	A/I	E
<ul style="list-style-type: none"> Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. 	A/I	E
<ul style="list-style-type: none"> Ability to undertake research and produce quality documentation including reports and statistical information, explaining complex and potentially contentious issues, ensuring the information is suitable for particular audiences. 	A/I	E
<ul style="list-style-type: none"> The ability to conduct effective investigations, audits and inspections in a complex multi-operational organisation. 	A/I	E
<ul style="list-style-type: none"> The ability to co-ordinate cross organisational and departmental working. 	A/I	E
<ul style="list-style-type: none"> Good methodical approach to problem solving, with the ability to analyse complex issues and offer creative and workable solutions. 	A/I	E
<ul style="list-style-type: none"> The ability to co-ordinate an emergency response, planning and prioritising actions and managing teams responding to any emergency. 	A/I	E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. 	A/I	E
<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in connection 	A/I	E

with the post.

- Work in accordance with the council's values and behaviours.
- Able to undertake any travel in connection with the post.

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