

Job Description

Job Title	Senior Resilience Officer
Directorate	Neighbourhoods & Housing
Service Area	Environmental and Emergency Resilience Unit
Grade	8
Competency Level	1
Salary	£46,142 - £51,356
Job Type	Hybrid
Location	Gerard Majella Court House
Disclosure and barring service (DBS)	Basic
Job Evaluation Ref No	A10217

Job Purpose

To work with, and deputise for, the EERU Team leader to deliver a service that enables the city council to prepare, respond and recover effectively to major emergencies/incidents/crises; and to fulfil, via facilitation and coordination, Liverpool City Council's statutory duty compliance to the Civil Contingencies Act 2004, in relation to integrated emergency management planning, business continuity management and climate change.

Directly Responsible For:

N/A

Directly Responsible To:

EERU Team Leader

Main Areas of Responsibility:

- Work with the EERU Team Leader and the EERU team, to ensure, via robust facilitation and coordination, the city council delivers its statutory duties under the Civil Contingencies Act 2004, the Climate Change Act 2008, COMAH Regulations, REPPiR Regulations and other relevant legislation
- To be aware of and understand national and local risks, threats and hazards on behalf of the city council as a whole; and in context to community and organisational resilience impacts and consequences upon the city's communities - including the assessment of risks, hazards and threats, collectively, with the Merseyside Resilience Forum membership, in order to maintain and provide input into the Merseyside Community Risk Register; and in order to inform city council risk registers; and to inform emergency planning and business continuity management priorities for the authority
- Maintain a cycle of developing, exercising/training and reviewing generic and hazard/site specific plans and arrangements
- Facilitate and coordinate the maintenance of the city council's business continuity management system via cross service engagement and support in alignment with corporate policy
- Develop, exercise and maintain warning and informing capacity and resources, before, during and following a rising tide or sudden impact emergency including development of appropriate and available delivery platforms and media engagement.

- Provide advice and assistance to businesses and voluntary agencies in relation to business continuity and citywide resilience activity through appropriate mechanisms and networks
- Delivering and promoting community resilience and organisational resilience good practice and activities within the city council and via the city stakeholder networks
- As and when required, provide briefings, overviews, updates and advice to the city council's Corporate Management Team, Wide Leadership Team, Cabinet, select Committees, elected members and strategic and tactical duty rota representatives
- Co-ordinate, facilitate and consult with city council service area officers in the development and implementation of city council emergency management plans and business continuity management arrangements
- Maintaining an expert level of knowledge of/and developing active work programmes cross directorates, arising from new national policy legislation and guidance in the areas of local government, civil contingencies, community resilience and climate change - including horizon scanning for new and emerging risks and threats, and taking action as appropriate
- Be one of the city council's 'first points of contact' for notification of local major incidents/emergencies and relevant emergency warnings and alerts; and maintain an on-call duty rota of EERU staff; co-ordinate city council resources in support of the emergency services in response to a major incident/emergency - including the maintaining and operating the city council's emergency headquarters and other key locations
- Represent the city council and its directorates in liaison with and planning at national, regional, county and local levels with the emergency services, other local authorities and other category 1 and 2 responders to develop cohesive environmental and emergency planning strategies through the Merseyside Resilience Forum, Local Health Resilience Partnership, Core Cities Emergency Planning Group and other appropriate working groups or fora

- To facilitate and coordinate specific capability work streams pertaining to the national resilience frameworks, standards and programmes and any other projects for the city council and Merseyside Resilience Forum - including leading multi-disciplinary teams of officers and partners where required and developing expert knowledge to support and inform the process
- Influence and inform SAG, GSAG and other event related meetings and provide guidance, advice and sign-off of event plans and documentation, including preparing contingency arrangements and support as required for major events in the city and surrounding area
- Chair relevant multi-agency meetings to support and assist compliance with the statutory duties of the city council
- Develop and deliver community and organisational resilience themed, site/risk specific presentations, training and exercising for private, public and voluntary sector organisations within the city. Including delivery of an internal training and exercising programme involving all relevant city council staff, including senior and wider leadership and elected members
- To seek and apply for new funding initiatives to support the delivery of the statutory duties of the city council. Ensuring delivery of programmes and reporting of successful bids including managing budgets as appropriate
- To be demonstrate commitment to the city council's equal opportunities policies and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

No line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact



Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Can include working in adverse weather conditions
- Includes regular out of hours and in community/partner venues.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Degree or formal qualification in relevant technical discipline (A)

Desirable

- Full/Chartered Membership of a relevant technical institution
- Evidence of continuing professional development

Experience

Essential

- Either climate change/sustainable development best practice or emergency planning best practice (A/I/P)
- Business continuity management planning (A/I/P)

Desirable

- Service development/project planning
- Preparing/presenting reports

Skills/Abilities

Essential

- Staff management and development (A/I)
- Research and analytical skills (A/I)
- Written, report writing and oral communication skills (A/I)
- Presentation skills (A/I/P)
- Ability to work within a team and other partners/good interpersonal skills (A/I)
- Ability to work under pressure and self-motivation (A/I)
- Commitment to customer care (A/I)

Desirable

- Commitment to continuous improvement
- Be committed to achieving job objectives
- Practical approach to problem solving
- Must be able to display empathy with customers
- Assertive

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Full Driving Licence (A)

- Full DBS basic check
- Willingness to carry out work outside of normal office hours (for which appropriate recompense in either overtime or time in lieu will be made) (A/I)
- Willingness to be part of the EERU duty rota (A/I)