

Directorate: Growth, Environment and Transport
Unit/Section:
Grade: KR9
Responsible to: Kent Resilience Team (KCC) Manager

Purpose of the Job:

Represent Kent County Council (KCC) within the Kent Resilience Team (KRT). Provide advice and guidance to Kent Resilience Forum partners and support the development and delivery of resilience related projects including risk assessment, planning, training and exercises for emergency planning, incident response and business continuity.

To support the delivery of KCC's and the wider KRF's obligations under the Civil Contingencies Act and other associated legislation. Provide advice and support to ensure that partners have the systems and structures in place to deliver an emergency response and continue to deliver most critical services, and that organisational resilience is improved through planning, training and exercising.

Main duties and responsibilities:

- Support the delivery of the KCC and KRF Business Plan, ensuring compliance with all relevant legislation and guidance.
- Provide clear emergency planning and business continuity advice and guidance to KRF partners.
- Develop and build strong relationships with multi-agency groups and partners, increasing their understanding of how resilience issues could impact on their organisations.
- Develop emergency and business continuity plans that enable KCC and KRF partners to understand the steps that will be taken in response to a major incident, significant business disruption or emergency.
- Develop and lead specific resilience projects which will include the setting of project plans, the management of project risks and issues and the communication of regular progress reports to managers and stakeholders.
- Support the promotion of resilience issues and solutions to enable the development of emergency plans and business continuity plans across the Kent Resilience Forum.
- Support the design and delivery of training, exercises and debriefs to KRF partners, identifying areas for improvement and recommending ways in which they can be effectively implemented.
- As a member of the Duty Emergency Planning Officer cohort, respond to incidents or emergencies within and outside working hours, as required, leading the response at a Tactical level and communicating with the KCC Duty Director, KCC services, and multi-agency partners.
- Undertake other tasks as may be required by the KRT management team.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Resilience Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to at least A level standard or equivalent.
EXPERIENCE	<p>Experience of communicating effectively with colleagues at all levels of seniority, one-to-one and through formal presentations to larger groups.</p> <p>Demonstrable experience in the disciplines of risk, emergency planning, business continuity or local government administration.</p> <p>Demonstrable experience of project planning and a good understanding of the project management cycle.</p> <p>Experience in working in a multi-disciplinary environment, and in fostering and maintaining good working relationships.</p>
SKILLS AND ABILITIES	<p>Excellent, communication and presentational skills, adaptable to a range of audiences.</p> <p>An ability to deliver clear well thought out written briefings and reports.</p> <p>Ability to build strong, trusted relationships with partnership organisations and to move projects on by working collaboratively.</p> <p>Proven administrative, research and analytical skills.</p> <p>Ability to work both independently and as part of a team.</p> <p>Ability to plan, prioritise and organise a diverse workload.</p> <p>Ability to work collaboratively and constructively with KCC colleagues and wider KRF partners in multi-disciplinary and multi-agency projects.</p> <p>The ability to periodically work out-of-hours, to provide scheduled Duty Emergency Planning Officer cover and unscheduled emergency response.</p> <p>Ability to travel across a wide geographical area in a timely and effective manner, in accordance with the needs of the service, showing a commitment to working within communities and/or environments seriously affected by an emergency.</p>

KNOWLEDGE	<p>Good understanding of resilience issues that might affect the communities of Kent.</p> <p>Good understanding of emergency planning legislation and business continuity guidance.</p> <p>Current knowledge or a demonstrable willingness to learn about Kent including its diverse communities, geography, environment, and economy.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>We are brave. We do the right thing, we accept and offer challenge.</p> <p>We are curious to innovate and improve.</p> <p>We are compassionate, understanding and respectful to all.</p> <p>We are strong together by sharing knowledge.</p> <p>We are all responsible for the difference we make.</p>

Directorate: Growth, Environment and Transport

Unit/Section:

Grade: KR10

Responsible to: Kent Resilience Team (KCC) Manager

Purpose of the Job:

Represent Kent County Council (KCC) within the Kent Resilience Team (KRT). Provide senior-level specialist advice across Kent Resilience Forum organisations, support and lead the development and delivery of resilience related projects including planning, training, and exercising for emergency planning, incident response and business continuity.

To support the delivery of KCC's and the wider KRF's obligations under the Civil Contingencies Act and other associated legislation. Provide advice and support to ensure that partners have the systems and structures in place to deliver an emergency response and continue to deliver most critical services, and that organisational and community resilience is improved through planning, training and exercising.

Main duties and responsibilities:

- Support the delivery of the KCC and KRF Business Plan, ensuring compliance with all relevant legislation and guidance.
- Provide advice and support, through the interpretation of policy / procedures and the application of best practice to solve complex resilience queries for a range of partner organisations.
- Lead, develop and build strong relationships with multi-agency groups and partners, influencing decision makers through the understanding of how resilience issues could impact on organisations.
- Deliver expertise, knowledge and understanding of resilience issues in order to support the development of emergency plans and business continuity plans for partner agencies.
- Develop, deliver and lead training & exercises, including carrying out debriefs, identifying areas for improvement and implementing those improvements.
- Develop and lead specific resilience projects which will include the setting of project plans, communicating the progress to managers and stakeholders, and the management of project risks / issues.
- Develop, challenge and evaluate emergency and business continuity plans through the identification of potential issues and areas for improvement, and communicate and raise the awareness of these to the partner agencies.

- Provide tactical emergency planning and business continuity advice to Local Authority representatives during emergencies and business continuity incidents.
- As a member of the Duty Emergency Planning Officer cohort, respond to incidents or emergencies within and outside working hours, as required, leading the response at a Tactical level and communicating with the KCC Duty Director, KCC services, and multi-agency partners.
- Represent KCC or the KRT at the tactical level of command and control within planning or response.
- Undertake other tasks as may be required by the KRT management team.
- Supervise and mentor Resilience Officers within the team, where appropriate.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Senior Resilience Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Relevant Level 4-5 Diploma (or equivalent) and relevant professional qualification in resilience, or extensive experience in the sector. e.g. Emergency Planning / Business Continuity.
EXPERIENCE	<p>Proven experience of working in a public sector / emergency service / response environment.</p> <p>Proven extensive experience in resilience or a related field.</p> <p>Proven experience of managing projects and delivering business milestones, which includes the management of different resources and challenging situations.</p> <p>Proven experience operating at tactical / middle management level, including managing an emergency response at the tactical level of command.</p> <p>Proven experience of negotiating with senior levels of managers, customers and partners.</p>
SKILLS AND ABILITIES	<p>The ability to draft project plans, progress reports and resilience documentation that is easy to interpret and apply.</p> <p>Excellent communication skills in order to engage, influence and empower individuals at different levels both internally and externally.</p> <p>Ability to build strong, trusted relationships with partnership organisations and to move projects on by working collaboratively.</p> <p>Strong presentation skills in order to deliver training to a variety of audiences.</p> <p>Ability to work both independently and as part of a team.</p> <p>Ability to supervise and mentor more junior colleagues.</p> <p>Ability to analyse and interpret complex data in order to be able to produce practical solutions that met the business needs and complies with legislative requirements.</p> <p>Excellent practical application of Microsoft applications to include Outlook, Teams, Excel, PowerPoint and Word.</p>

	<p>Ability to travel across a wide geographical area in a timely and effective manner, in accordance with the needs of the service, showing a commitment to working within communities and/or environments seriously affected by an emergency.</p> <p>The ability to periodically work out-of-hours, to provide scheduled Duty Emergency Planning Officer cover and unscheduled emergency response.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working.</p>
KNOWLEDGE	<p>An excellent practical understanding of civil contingencies legislation, integrated emergency management & business continuity.</p> <p>A good understanding of the resilience issues that affect the communities in Kent.</p> <p>An in-depth knowledge and understanding of Health & Safety and Equality & Diversity policy and principles.</p> <p>Current knowledge or a demonstrable willingness to learn about Kent including its diverse communities, geography, environment, and economy.</p> <p>A comprehensive, practical understanding of business planning processes.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>We are brave. We do the right thing, we accept and offer challenge.</p> <p>We are curious to innovate and improve.</p> <p>We are compassionate, understanding and respectful to all.</p> <p>We are strong together by sharing knowledge.</p> <p>We are all responsible for the difference we make.</p>