

## Kent County Council

### Job Description: *Local Authority Resilience Agreement Liaison Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Infrastructure</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>Compliance and Community Resilience Manager</b>

#### **Purpose of the Job:**

Provide advice and guidance to members of the Local Authority Resilience Agreement, primarily through the provision of training courses and exercise delivery. There may also be a requirement to work on assessing risk and developing plans & capabilities.

To support the delivery of Local Authority duties under the Civil Contingencies Act and other associated legislation.

Provide advice and support to ensure that Local Authorities 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:**

- Provide expert advice and guidance to members of the Local Authority Resilience Agreement.
- Design and deliver training courses and emergency exercises to enhance preparedness and response capabilities whilst also building capability and confidence.
- Support the development and maintenance of risk assessments, emergency plans, and resilience capabilities.
- Ensure Local Authorities have the systems and structures in place to respond effectively to emergencies and maintain critical services.
- Promote organisational resilience through strategic planning, training, and exercising.
- Contribute to multi-agency planning and response efforts, ensuring alignment across departments and partners.

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

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### Person Specification: *Local Authority Resilience Agreement Liaison 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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 4 Diploma (or equivalent) and / or relevant professional qualification, or experience in a relevant field</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven experience of working in a public sector / emergency service environment.</li> <li>Experience in working within a partnership / multidepartmental environment at different levels</li> <li>Experience of working as part of a project team.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Produce plans and reports that are easy to interpret and apply.</li> <li>Excellent communication skills to support, engage and advise individuals at different levels both internally and externally.</li> <li>Strong presentation skills to deliver training to a variety of audiences.</li> <li>Research, analyse and interpret policies and procedures in order to support managers to develop plans that meets business needs and complies with legislative requirements.</li> <li>Able to work on own initiative, taking responsibility for actions and decisions</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>A practical application and understanding of civil contingencies legislation, integrated emergency management &amp; business continuity. In depth understanding of Health &amp; Safety, Equalities &amp; Diversity &amp; business planning policy &amp; principles</li> <li>Commitment to equalities and the promotion of diversity in all aspects of working.</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p>

	<p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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