

Job Description: Temporary Resilience Officer – Pandemic Response

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| Directorate: | Growth, Environment & Transport |
| Division: | Environment, Planning & Enforcement |
| Group: | Public Protection |
| Unit: | Resilience & Emergency Planning Service |
| Grade: | KR8 SHQ Maidstone (Invicta House) |
| Responsible to: | Resilience & Emergency Planning Manager |

Purpose of the Job:

The post holder will work as part of the Resilience and Emergency Planning Service to strengthen Kent County Council's Covid-19 pandemic emergency planning, business continuity and operational response capability. The role will have a particular emphasis upon the resilience of potentially vulnerable groups, where community transmission is a risk, such as residential care settings, mobile home and caravan sites.

The post will run until 31st March 2022, in recognition of potential additional workload arising from Covid-19 pandemic response through the winter period and cognizant that contingency planning undertaken will be implemented, assessed and validated throughout the current financial year.

Innovation and partnership working is fundamental to effective delivery of this role and the post holder will be required to work with colleagues at all levels across county council directorates as well as Kent Resilience Forum partners and a broad range of local communities and other organisations, including government departments and health and social care sectors.

Information administration, analysis and research is central to this role, including maintenance of datasets and their analysis, as well as drafting reports and briefings. Plan writing, the design and delivery of training and exercises, and supporting Kent County Council's emergency response are core elements of this role.

The post holder will be based within the County Emergency Centre (CEC) at Strategic Headquarters, where they will also assist in this facility's day-to-day maintenance, 24/7 mobilisation and operation.

Main duties and responsibilities:

To provide specialist corporate emergency planning and business continuity advice and support, encompassing risk assessment, response and recovery as relate to Covid-19 and pandemic response.

To demonstrate effective outreach and partnership working, planning and response alongside local communities, Kent Resilience Forum and other partners to ensure enhanced resilience to Covid-19 and wider pandemic threat and risk.

To design, draft, update, maintain and validate, through training and exercising, emergency and business continuity plans to strengthen the county council's Covid-19 and wider pandemic

contingencies.

To design and deliver emergency planning and business continuity training and exercises (including e-Learning) to ensure enhanced corporate resilience to pandemic
To understand, or be willing to learn about, and lead on, current and future information systems.

To support the 24/7 Duty Emergency Planning Officer (DEPO) standby rota, responding to incidents or emergencies both within and outside core working hours.

To undertake project management, design and implementation (including identification of project milestones and deliverables, costs recording, retrieval and income generation).

To identify, frame and undertake pilot project bids which further the county council's pandemic resilience priorities.

To assist in day-to-day maintenance, mobilisation and 24/7 operation of the County Emergency Centre and support and contribute as required to Kent Resilience Forum and corporate command and control.

To provide appropriate support and advice to the KCC Cross Directorate Resilience Forum, Directorate Resilience Groups and other relevant standing, and task and finish, groups.

To deliver appropriate Covid-19 and wider pandemic resilience support and advice during business continuity incidents and other emergencies affecting KCC.

To undertake emergency planning and business continuity management audit, monitoring and review activity across Covid-19 and wider pandemic planning and response disciplines.

To support the development of resilience advice for planning policy and major applications in compliance with the National Planning Policy Framework (NPPF) and other relevant legislation and guidance, with particular emphasis on Covid-19 and wider pandemic resilience.

To draft briefings and reports, undertake research and analysis and maintain resilience data-sets.

To represent the Resilience and Emergency Planning Manager and/or other senior staff at corporate and multi-agency meetings, presentations and working groups across Covid-19 and wider pandemic planning and response disciplines

To undertake other tasks as may be required by the Resilience and Emergency Planning Manager.

Footnote:

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

Person Specification: Resilience Officer – Pandemic Response

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 |
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| QUALIFICATIONS | <p>Educated to at least A level standard or equivalent and/or a relevant degree course or equivalent, with academic or work experience encompassing emergency planning, business continuity or public health.</p> <p>Holds ECDL or equivalent IT qualification or can demonstrate equivalent level of skill.</p> |
| 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>Experience of operating effectively and with good humour when under pressure.</p> <p>Experience in working in a multi-disciplinary environment, and in</p> |
| SKILLS AND ABILITIES | <p>Good, clear written and presentational skills, adaptable to a range of audiences.</p> <p>The ability to write briefings and reports, often to challenging deadlines. Proven administrative, research and analytical skills.</p> <p>Ability to work both independently and also as part of a team. Ability to plan, prioritise and organise a diverse workload.</p> <p>Well-developed negotiation and inter-personal skills.</p> <p>Ability to work collaboratively and constructively with KCC colleagues and external 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 affected by emergencies.</p> <p>Commitment to equalities (including undertaking formal equalities</p> |

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| KNOWLEDGE | <p>Good understanding of current and emerging risk, emergency planning and public health legislation and policy.</p> <p>Current knowledge or a demonstrable willingness to learn about Kent County Council and the services it provides to the people of Kent.</p> <p>Current knowledge or a demonstrable willingness to learn about Kent, its diverse communities, geography, environment and</p> |
| VALUES | <p>The post holder is expected to support and demonstrate our values</p> <p>Open</p> <p>Act with integrity, honesty and transparency.</p> <p>Demonstrate healthy attitude to risk.</p> <p>Welcome and expect change and evolving technology.</p> <p>Work in new ways.</p> <p>Be willing to learn.</p> <p>Work as a whole council.</p> <p>Treat people fairly and with respect.</p> |
| | <p>Invite contribution and challenge</p> <p>Work collaboratively to find new solutions.</p> <p>Innovate.</p> <p>Put the interests and wellbeing of customers first.</p> <p>Be open to challenge.</p> <p>Actively encourage and expect contribution.</p> |
| | <p>Accountable</p> <p>Do more for yourself.</p> <p>Take personal and professional responsibility for your actions and performance.</p> <p>Deliver at pace.</p> <p>Look for ways to save money.</p> <p>Look for commercial opportunities.</p> <p>Focused on outcomes</p> |