

<b>Job Title:</b> Principal Civil Protection Officer	<b>Role Profile Number:</b> SBC_11316
<b>Grade:</b> CFL8	<b>Date Prepared:</b> 23 December 2021
<b>Directorate/Group:</b> Enabling	<b>Reporting to:</b> Civil Protection Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

To Support the Council with its organisational resilience ambition by identifying those important areas of assurance for the Council, ensuring that the organisations essential services can continue to function at all times and providing a strong and resilient platform for the delivery of high quality and safe services. Supporting the delivery of Swindon Borough Council's (SBC) and Swindon and Wiltshire Local Resilience Forum (LRF) civil protection activity including emergency planning, business continuity, community resilience and holding the LRF risk management portfolio.

### Key Accountabilities

- Support the Civil Protection Manager with the delivery of civil protection and critical services to ensure organisational Strategic, Tactical and Operational objectives are achieved to the best of our ability in any given situation.
- To support the Civil Protection Manager in maintaining SBC emergency planning policy, plans and procedures in line with statutory requirements.
- To maintain the LRF community resilience and risk management policy, plans and procedures in line with statutory requirements.
- Provide advice and guidance to the corporate management teams prior to and during civil emergencies.
- Design, implement and manage a civil protection training and exercise programme for SBC staff and where appropriate the Council's partners.
- Promote civil protection by giving advice and assistance to the local community of Swindon by means of an effective communications strategy.
- Support the Civil Protection Manager in advising, preparing and supporting SBC senior management, senior politicians, staff and partners on all civil protection issues and strategies.
- Participate in local, regional and national bodies to establish best practice in civil protection ensuring that the lessons learnt are incorporated into the Swindon approach.
- Support the Civil Protection Manager to prepare and present reports to SBC senior management team and Councilors and in the event of a major incident, assist in the provision of guidance and advice to the Council's Crisis Management Team.

## **Supplementary Accountabilities**

- Represent SBC at Local and Regional Resilience Forums as required.
- Support the maintaining of a system to ensure that any auditing requirements and information for external inspections are in place.
- Attend training courses and seminars to develop specialist and professional expertise and to remain current with developments as determined in the business plan to meet objectives.

## **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Knowledge of the appropriate legislation and statutory duties including the Civil Contingencies Act 2004 and ISO 22301 standards in relation to Emergency Planning and Risk Management.
- Proven ability to influence and persuade senior staff with success within a multi-function organisation
- Outstanding organisational skills
- Good knowledge of the organisation and function of Local Government so as to be able to develop and be able to demonstrate experience of implementing civil protection in that setting.
- Experience of project management demonstrating a good level of interpersonal skills.
- Previous experience of civil protection and contingency plan preparation.
- A Full current driving licence is required

## **Qualifications**

- Graduate or relevant equivalent experience in civil protection.

## **Decision Making**

- Strategic, tactical, operational decisions to meet organisational resilience and civil protection objectives of the council often under significant time pressure.
- Appropriate courses of action in a crisis situation.
- Be able to demonstrate an ability to make quick and effective decisions.

## **Creativity and Innovation**

- Creativity, energy and tenacity.
- Able to deal with difficult situations and people.
- Tact, diplomacy and integrity.
- Confidently expresses ideas in individual and group situations. Able to persuade and influence
- Plans and organise courses of action for self and others to achieve objectives.
- Ability to build and work in partnerships.
- Self-motivation and the ability to achieve objectives without ongoing supervision.
- Flexibility and versatility to support a diverse workload often with conflicting deadlines.
- Professional credibility to ensure the confidence of senior managers, members, staff and partners.
- Ability to make decisions or develop courses of action, which are based on logical assumptions.

- Creating and maintaining an environment in which organisational resilience and civil protection business continuity becomes imbedded within the culture of the organisation.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b> The post holder will be responsible for supporting the head of service and the Civil Protection &amp; Emergency Planning Manager with the management of all aspects of civil protection for the council and where appropriate representing the Council on regional and local forums.</p> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Actions to implement civil protection and LRF risk management plans</li> <li>• Organising of training exercises.</li> <li>• Crisis management duties.</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>Indirectly responsible for approx. £30k civil protection assets/budgets.</p>
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Head of Organisational Resilience, Civil Protection & Emergency Planning Manager, Senior Management Team, Senior Politicians, Directors, Service Heads, Partner Organisations, Residents and Third Party Suppliers

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Elements of the role will require officers to work outside of normal business hours and deal with difficult situations.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	