

Job Description

Job Title	Senior Corporate Resilience Manager
Grade	PO8
Reporting To	Strategic Manager Community Safety
JD Ref	CSUP0041P

Purpose

Take responsibility for the development, implementation and review of the Local Authority's statutory duties under the following regulations:

- Civil Contingencies Act 2004.
- Control of Major Accident Hazards Regulations (COMAH) 2015.
- Major Accident Hazard Pipelines (MAHP) (Pipelines Safety Regulations) 1996

Lead the development and preparation of contingency plans and training of staff and volunteers to mitigate the effects of an emergency affecting the Local Authority.

By the process of risk assessment and management, develop and produce appropriate Emergency Preparedness, Response and Recovery Strategy, Policy and Procedure on behalf of the Council.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Community Safety Duties & Responsibilities:

- Maintain an up-to-date knowledge of emergency planning and wider resilience legislation, policies, practice and guidance and to monitor national and local circumstances and developments which may have resilience implications for Wirral.
- Ensure that the activity sanctioned under the Wirral Events Safety Advisory Group (WESAG) are in line with the Council's Emergency Plans.
- Ensure the protection of the borough during critical and/or major incidents such as Avian 'Flu outbreaks, wider infectious diseases, COMAH incidents, etc.

- Develop and prepare the testing and revision of emergency plans and arrangements as required by the Council and take the lead on specialist work streams as instructed by line management, including support regarding public events.
- Maintain a knowledge and understanding of new initiatives, technology, geographical information systems and electronic data programmes to improve the response to and management of an incident. This will include ensuring the Council maintains its access to MTPAS and Resilience Direct for relevant officers.
- Respond to requests for comments on planning applications regarding flooding and COMAH to the Council's Planning Department.

Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Full line management responsibility for the Community Resilience Officer(s), ensuring that individual and team objectives are met in line with strategic policies and objectives.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Produce, maintain and circulate the Duty Mobilisation and Strategic Duty Officers cover rotas.
- Through continuous improvement strengthen the tools, practices and impact of the service.
- Lead and co-ordinate the Council's arrangements in respect of its 24-hour emergency response, ensuring that there is proper co-ordination of the response and use of the resources of the Council by providing advice, information and expert support to the Council's Duty Mobilisation Officers and Strategic Duty Officers.

Communication, Engagement and Training:

- Lead the Council at the Merseyside Resilience Forum (MRF) work groups and engage in MRF work streams, training and exercises, as instructed by line management and represent the council at Liverpool City Region and national forums, where requested.
- Engage with Council services and other delivery partners to ensure that any systems, processes and resources for emergency preparedness and response are suitable and sufficient to meet the level of risk.
- Develop working relationships with other agencies, groups and voluntary organisations that are likely to have a role in community resilience.
- Responsible for the design and successful delivery of relevant civil contingency training for Elected Members, Council staff and other agencies and volunteers as required.

Data Analysis and Decision-Making:

- Assess the Council's response following an activation of the emergency plan, including arranging appropriate debriefs and completing any follow up action and learning, identified either internally or through multi-agency arrangements as appropriate.
- Prepare and present reports, papers, presentations, etc. as may be required or deemed desirable in order to ensure the Council's civil contingencies arrangements are suitable and sufficient.
- Lead and co-ordinate the delivery of emergency planning related policies, procedures and arrangements to deal with emergencies and threats in accordance with relevant statutory powers and duties or any other relevant standards.



Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Educated to degree level or equivalent, and/or
- Management qualification ILM level 5 or equivalent or higher (or five years' experience in emergency planning or equivalent).
- Excellent literacy and numeracy (evidenced, if possible, by formal qualifications).
- *Desirable - NEBOSH General Certificate or IOSH Managing Safely.*
- *Desirable - Certificate in Business Continuity Management or equivalent.*

Knowledge & Skills

- Extensive understanding of the Civil Contingencies Act 2004 and associated Response and Preparedness Guidance
- Awareness of associated emergency planning legislation and its application in the broader organisational context, its impact, risks and application to meet strategic objectives.
- Understanding of Business Continuity management arrangements.
- Ability to analyse and problem-solve complex issues, evaluate options and apply knowledge to emergency situation, critical and major incidents.
- Strategic thinker with good interpersonal, motivational, collaboration and influencing skills, with people from across a diverse range of organisations.
- Ability to negotiate effective working partnerships with other internal services and external agencies in the public, private and voluntary sector.
- Ability to make rational and justified decisions after consideration of all the available information.
- Able to work through problems, evaluate risks and offer practical solutions.
- Ability to handle emotive and stressful situations and remain calm under pressure.
- Flexible attitude, with the ability to manage a range of tasks at the same time.
- Capability to work to deadlines and prioritise tasks.
- Effective time management and project management skills.
- Understanding of confidentiality and Data Protection/Freedom of Information issues.
- *Desirable - Understanding of Microsoft Office and other software applications.*



Experience

- Experience in managing and developing teams and individuals. Experience in developing and managing emergency plans and polices to ensure that relevant incidents run effectively and efficiently.
- Experience in partnership working and leading on multi-agency work streams.
- *Desirable - working within an emergency responding organisation.*
- *Desirable – Chairing single or multi agency meetings.*
- *Desirable – Developing and delivering training.*
- *Desirable - Delivering presentations to a diverse audience.*

Additional Information

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.
- Expected to work from a fixed location (subject to change).
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.
- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level and Non-Police Personnel Level 2 (NPPV2).

Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)

**Approved By: Mark Camborne, Assistant Director
Neighbourhoods, Safety & Transport**

Date Of Approval: 14th November 2023

