Post Title: Emergency Planning Support Officer

Grade: C – 0.5FTE

# Job Purpose

**To support the statutory work of the Emergency Planning Team in preparation for, and response to, emergencies, as defined by the Civil Contingencies Act 2004.**

To promote the Council’s vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

# Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours,

linked to the following four themes:

* **Individual Leadership**: by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
* **Equality Diversity & Inclusion**: by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council’s Code of Conduct.
* **Change & Innovation**: by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
* **Collaboration**: by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

# Specific Duties

1. To assist in the delivery of all services provided by the Emergency Planning Team, as directed.
2. To ensure that all council emergency plans and procedures and LRF plans are kept up to date with accurate version control and made accessible across a variety of platforms to approved individuals and organisations.
3. To assist other team members in the planning, holding and reviewing of training events and exercises, liaising with a wide range of multi-agency partners and maintaining training records.
4. To create, maintain and distribute accurate records and other documentation, as necessary, including ‘Official Sensitive’ material, in accordance with Cabinet Office guidelines and GDPR, as appropriate, with minimal supervision.
5. To create and maintain, without supervision, complex databases and spreadsheets, MS Forms and other similar applications containing confidential and sensitive information, for a wide range of purposes.
6. To arrange and facilitate meetings, both internally and as part of the Local Resilience Forum membership and act as meeting administrator and loggist, as appropriate.
7. To participate in the Council’s response to major incidents, as directed.
8. To maintain and audit the Corporate Emergency Planning Control Room and other essential emergency equipment and immediately deal with any issues arising to ensure it is state ready at all times.
9. To provide a full support service for members of the section, including purchasing, ordering of normal office supplies and specialist equipment, and other associated duties, as directed.
10. To be responsible for responding to routine enquiries from colleagues, external agencies and citizens on behalf of the team and redirecting other enquiries as necessary.
11. To provide assistance, as directed, in other areas of the division and department, as required.
12. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation’s EDI strategy and objectives.
13. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.

**Numbers and grades of any staff supervised by the post holder: 0**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by: Paul Millward, Head of Resilience**

**Date: 25th June 2025**

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| **Job title: Emergency Planning Support Officer** |

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| AREA OF RESPONSIBILITY | **REQUIREMENT** | | MEASUREMENT | | | |
| A | | **AC** | D |
| **Technical Skills and Knowledge** | Ability to communicate effectively both verbally and in writing with people at all levels. | | 🗸 | | **🗸** |  |
| Ability to produce accurate written records/logs of meetings. | | 🗸 | | **🗸** |  |
| Ability to liaise with senior managers, colleagues and multi-agency partners, as appropriate. | | 🗸 | | **🗸** |  |
| Awareness and understanding of confidentiality in an office environment. | | 🗸 | | **🗸** |  |
| Ability to use MS packages, including Word, Excel, MS Forms and similar applications. | | 🗸 | | **🗸** |  |
| Ability to undertake a wide range of administrative duties in a busy office, including purchasing equipment and processing invoices, etc. | | 🗸 | | **🗸** |  |
| Ability to prioritise workload and work to meet deadlines. | | 🗸 | | **🗸** |  |
| To be self-motivated and able to work on own initiative with minimal supervision. | | 🗸 | | **🗸** |  |
| Ability to work effectively as part of a team. | | 🗸 | | **🗸** |  |
| Proven organisational skills in office management and the ability to support the planning and holding of events. | | 🗸 | | **🗸** |  |
| Ability to work outside normal office hours on occasion, and ability and willingness to travel both inside and outside the council area as required. | | 🗸 | | **🗸** |  |
| **Individual Leadership** | Drive and motivation, ability to deliver against challenging objectives. | | 🗸 | | **🗸** |  |
| **Change and Innovation** | Ability to be creative, to be able to identify problems and work to create solutions. | | 🗸 | | **🗸** |  |
| **Equality, Diversity, and Inclusion** | An understanding of why it’s important to consider equality, diversity, and inclusion in all that we do. | | 🗸 | | **🗸** |  |
| **A - Application** | **AC – Assessment Centre** | **D – Documentary** | |