

JOB DESCRIPTION

Job Title	Emergency Planning Officer		
Directorate	Partnerships, Localities and Culture		
Reporting to	Senior Emergency Planning Officer		
Grade	12		
Evaluation ref:	AG0350	Job ref:	Family
Role purpose			
<p>The Emergency Planning Officer will deliver projects and activities to meet Somerset Council responsibilities under the Civil Contingencies Act 2004, to maintain effective business continuity (BC) and emergency planning (EP) preparedness.</p>			
Responsibilities			
<p>Within the context of the Civil Contingencies Act 2004, other relevant legislation, central government guidance and good practice, develop, maintain and review plans, procedures and policies with the emergency services, Somerset Council services and other partner responder agencies, based on risk assessment and as directed by Emergency Planning Manager and/or line manager to ensure that effective and efficient measures are in place to protect the people of Somerset.</p> <p>Deliver or assist with the delivery of training courses, seminars and exercises to ensure that Local Authority staff and those of other partner responder agencies and voluntary organisations are ready to respond in the event of an emergency.</p> <p>Provide expert statutory emergency planning advice and guidance to Somerset Council Staff and others including written reports, the delivery of presentations and briefings.</p> <p>Represent the Emergency Planning Response and Recovery (EPRR) Team at national, regional, Local Resilience Forum and local level in areas of responsibility.</p> <p>Support and maintain such project groups, task and finish groups or standing specialist groups as are required to deliver plans and/or training. Groups may be single or multi-agency.</p> <p>To be responsible for the provision/contract arrangements, upkeep and storage of emergency response and training equipment.</p> <p>To be responsible for the maintenance, contract arrangements and user instructions for specialist software and systems used by the EPRR Team and other local authority officers.</p> <p>Participate in the Somerset Duty Emergency Planning Officer Standby Scheme and undertake such duties as necessary for an operational response, including those</p>			

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outside normal working hours, attending the forward control point, tactical or strategic headquarters as determined by the situation.

In the event of an emergency, support the Local Authority initial response marshalling Somerset Council and Voluntary Agency resources as required, in support of the emergency services.

Provide advice to the Chief Executive and senior management on the actions needed to mitigate and minimise the effects of the emergency on the community, as set out in the Council's emergency plans and procedures.

In a protracted emergency, respond as required by the Emergency Planning Manager, as part of the EPRR Team, including setting up and management of an Emergency Control Centre, coordination of briefing for senior staff, monitoring the recording and logging of information for future analysis and advising the Council's Emergency Management Teams during the recovery phase.

To develop and maintain professional and effective working relationships with the following. This will include skills in information sharing, negotiation and influencing:

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- Officers and Elected Members for Somerset Council.
- Partner responding agencies and organisations. To provide information and advice on current plans and emergency response.
- Emergency responders (all grades). To provide information and advice on current plans and emergency response.
- Emergency Services (Police, fire, ambulance, coastguard agency, military).
- Government Depts (e.g., MHCLG, DEFRA, FSA, Health, Environment Agency).
- Voluntary Agencies.
- Utilities (Gas, Water, Electricity, etc).
- Adjacent/other Local Authorities.
- Parish and Town Councils.
- Community representatives.

Impact

The EPRR Team ensures that plans are in place for the council to respond effectively to any external or internal incident. This requires detailed planning, delivery, testing and exercising of plans and response structures to ensure they are fit for purpose in the event of a major incident.

Responsible for delivery of a portfolio of projects including activities with organisations outside Somerset Council.

		Essential	Desirable

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Knowledge			
Knowledge of the Civil Contingencies Act 2004, associated guidance and supporting legislation.	X		
Knowledge or experience of Emergency Planning, Integrated Emergency Management, Business Continuity Management or a related discipline.	X		
Experience			
Knowledge or experience of working in partnership with other agencies.	X		
Knowledge or experience of Project management.	X		
Qualifications / Registrations / Certifications			
Educated to degree level or equivalent in an emergency planning or related subject.	X		
		X	
Skills			
	X		
Working Conditions			
As part of the on-call role, the officer will manage the Council's response to an incident, implementing essential structures and act as an advisor to emergency response officers to mitigate the community and organisational impacts of an emergency and oversee the transition from emergency response to recovery.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			



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Date: May 2025