



## **THE ROLE**

### **Resilience Officer**

<b>Department:</b>	<b>Essex Resilience Forum</b>
<b>Role Code:</b>	<b>EPSA08</b>
<b>Grade/Role:</b>	<b>Grade 9</b>
<b>Responsible to:</b>	<b>Operations Officer, Essex Resilience Forum</b>
<b>Responsible for:</b>	<b>ERF Support/Admin Officer</b>
<b>Date Revised:</b>	<b>February 2022</b>

#### **Job Purpose:**

To protect and prevent loss of life, property, and the environment for Essex County Fire & Rescue Service (ECFRS) by providing specialist advice across Essex Resilience Forum (ERF) member agencies; ensuring pan-Essex emergency plans are in place and supporting the development and delivery of training and exercising for emergency planning, incident response and business continuity.

#### **Main Duties and Responsibilities:**

1. Support the delivery of the ERF's obligations and guidelines through the Civil Contingencies Act 2004 and other associated legislation.
2. Provide advice and support to ensure that partners have the systems and structures in place to deliver an emergency response whilst continuing to deliver most critical services, ensuring organisational resilience through planning, training and exercising.
3. Ensuring the whole ERF is prepared for and can deliver any workstreams that result from the Resilience Strategy 'Call for Evidence'; Community and Whole Society Resilience; the 2022 review of the Civil Contingencies Act and any C-19 National Enquiry, amongst other nationally and locally important matters.
4. Write, manage or co-ordinate pan-Essex emergency plans where and if needed, providing advice and support in order to solve complex emergency planning queries through the interpretation of policy/procedures and the application of best practice to a wide range of customers across all agencies.
5. Support the ERF Chairs and Executive Programme Board and ERF Team by ensuring awareness of all relevant workstreams, with the ability to lead or assist with any such matter in the absence of another team member. This may also include 'acting up' as the Resilience Manager as required.

## Role Profile

6. Perform the role of the Multi-Agency Information Cell (MAIC) Chief Of Staff or Co-Ordinator when and if required to support a major or critical incident in Essex.
7. Maintain the Community Risk Register.
8. Develop and build strong customer relationships with multi agency groups and partners. This will include the focus on influencing decision makers through the understanding of how resilience issues could impact on organisations.
9. Develop, challenge and evaluate emergency and business continuity plans by the identification of potential issues; delivering expertise knowledge and understanding of resilience issues; identifying areas for improvement and communicating and raising the awareness of these to the partner agencies.
10. Develop and lead the delivery of emergency planning, business continuity and major incident/JESIP type training and exercises. This will include debriefs, identification of areas for improvement and the implementation of these improvements and managing a rolling training programme and budget.
11. Develop, deliver and implement specific resilience projects which will include the setting of project plans, communicating the progress to managers and officers and the management of project risks/issues. This will also include the ownership /writing of plans where there is no natural owner and as directed and specified by the ERF chair.
12. Provide tactical emergency planning and business continuity advice to ERF partners during emergencies and business continuity incidents. This may include ensuring relevant partner agencies and appropriate levels of command (including a Strategic Co-ordination Group, SCG, chair) are notified through appropriate channels. This may include any text/message alert system.
13. Any other roles and responsibilities commensurate with the role.