

Post Specification

Date	November 2024
Post Group Number	8399
Post Title	Resilience Manager
Job Family	Organisational Support
Job Family Role Profile	OS16
Final Grade	16

To be read in conjunction with the job family role profile

Service Area description
Thriving Communities – Community Infrastructure
Purpose of this post
<ol style="list-style-type: none"> 1. Coordinate and support the delivery of emergency planning functions in Westmorland and Furness, ensuring the Council's compliance with new and emerging legislation. 2. To lead on overseeing and ensure the implementation of Protect and Prepare elements of CONTEST and resilience activity. 3. Coordinate and support the delivery of business continuity plans across the Council. 4. To ensure that the Council is effective in anticipating and responding to any civil emergencies and disruption to service delivery, in line with the Civil Contingencies Act 2004.
Key job specific accountabilities
<ol style="list-style-type: none"> 1. Ensure that the Council complies with the emerging Martyn's Law legislation, which is intended to ensure that public premises and events prepare for the possibility of a terrorist attack by taking proportionate steps to protect their customers. 2. Support the implementation of Protect and Prepare elements of CONTEST, the UK's counter terrorism strategy, specifically for public realm and Publicly Accessible Locations (PALs) areas across Westmorland and Furness. 3. Manage and develop the Local Authority Security Review Board (LASR) partnership for Westmorland and Furness. Develop an action plan for the partnership. 4. Support with the preparation of Contingency plans around key events, activities, and gatherings with Westmorland and Furness. 5. Coordinate and support the development and implementation of emergency & business continuity plans and procedures, ensuring that Council services are equipped to meet their statutory duty. 6. Provide professional emergency planning and business continuity advice, support, guidance and training, bedding continuity planning within service areas. 7. Support personnel involved in the civil contingency emergencies / business continuity functions, in accordance with Council policies, ensuring they are managed effectively.

8. Support the preparation and implementation of the Council's incident management arrangements, ensuring an effective, co-ordinated response to and recovery from significant incidents including capture of post event lessons learned from duty responders.
9. Provide support with the development of an effective business continuity planning process at a corporate level, offering advice and guidance at a directorate and service level, which will assist directorates to co-ordinate activity in the event of disruptive incidents.
10. Support the Council in developing a strong network of Emergency Assistance Centres, EAC Managers and volunteers across W&F.
11. Contribute to the corporate risk register linking corporate, directorate and service risks to business continuity plans where appropriate.
12. Develop and maintain strong relationships with partner agencies, ensuring shared planning, preparedness, response and recovery to incidents and emergencies, including Cumbria Local Resilience forum.
13. Working with partners in Cumberland Council, plan and oversee in partnership with CLRF, the delivery of a comprehensive annual training and support programme including planned table-top and real play exercises for all civil contingency responders ensuring that a minimum standard of training is achieved by all responders and reviewed annually.
14. Contribute to a range of resilience forums / groups / meetings at a local and regional level.
15. Prepare and present reports, papers, presentations etc, including an Annual Civil Contingency and Business Continuity Report to be submitted to leadership teams as required, including debriefs and follow up actions to incidents and service disruptions, ensuring all arrangements are suitable and sufficient and lessons learned are captured and socialised in a timely manner.
16. Manage the relevant budgets, following Westmorland and Furness Council financial procedures.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Overall management of services budget • Annual operating budget
Staff Management Responsibilities	N/A
Other	

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- Educated to a degree level or equivalent and / or substantial experience in a relevant professional field and able to demonstrate equivalent educational standard.
- Management qualification ILM Level 5 or above.
- Certificate in Business Continuity Management or equivalent.

Knowledge

- Full understanding of the legislative framework and good practice for emergency planning and business continuity, including a strong understanding of the duties of local authorities.
- Thorough understanding of Martyn's Law and the Council obligations and duties with regard to the Protect and Prepare agenda.

Experience

- Experience of successfully managing emergency incidents or crisis situations, including dealing with people in challenging situations.
- Experience of assessing and implementing measures to make public spaces safe and secure
- Budget management experience.

Skills

- Strong line management and team leadership skills.
- A confident communicator, demonstrating the ability to engage at a senior management level.
- Ability to analyse and problem-solve complex issues, evaluate options and apply knowledge to emergency situations and critical / major incidents.
- Ability to negotiate effective working partnerships with other internal services and external agencies in the public, private and voluntary sector.
- Capable of working to deadlines and prioritising tasks.
- Ability to think clearly and organise potentially complex and difficult situations.

Disclosure and Barring Service – DBS Checks

- This post is subject to a standard Disclosure & Barring Service (DBS) check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none">• Dealing with challenging situations
Physical Demands	<ul style="list-style-type: none">• Travel around South and East Cumbria
Working Conditions	<ul style="list-style-type: none">• Office environment

Other Factors

- This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.