

Role Profile

Job Title:	Emergency Planning and Business Continuity Officer
Location:	Hybrid: Remote / 2 Bristol Avenue, NW9 4EW
Department:	Emergency Planning
Directorate:	Assurance & Public Protection
Grade:	J
Type of Working:	Hybrid: Home based / office based
Reports to:	Emergency Planning and Business Continuity Manager

1. Job Purpose:

To support the development, maintenance, and continuous improvement of the Council's emergency planning and business continuity arrangements, ensuring compliance with the Civil Contingencies Act 2004 and relevant local, regional and national guidance. The role contributes to organisational preparedness, inter-agency collaboration, and effective response and recovery activities during emergencies and disruptive incidents.

The postholder will play a key role in strengthening the Council's Business Continuity arrangements, supporting services to assess risks, maintain continuity plans, exercise their arrangements and embed organisational resilience across all directorates.

Key accountabilities:

2. Emergency Planning:

- Contribute to the delivery of the Council's statutory duties under the Civil Contingencies Act 2004, ensuring plans, procedures and arrangements remain current, exercised and understood across the organisation.
- Work with directors, heads of service, Barnet Homes and other key partners to ensure emergency response arrangements meet statutory requirements, align with best practice, and are clearly documented, to provide assurance of the council's overall emergency preparedness.
- Support internal and multi-agency risk assessment and emergency planning in line with national and regional guidance and work programmes.
- Develop and deliver training and exercises, ensuring staff understand their roles and can respond effectively.
- Contribute to the maintenance and validation of the Council's suite of emergency plans, including the corporate plans, and risk- and hazard-specific plans.

- Contribute to post-incident debriefs and exercises, supporting the identification, tracking and implementation of lessons identified from incidents, exercises and audits, and ensuring these inform improvements to plans, guidance and training.

3. Business Continuity:

- Promote and embed a positive culture of business continuity and organisational resilience across the council.
- Assist with the development, maintenance and continuous improvement of Business Continuity Management System (BCMS) processes, templates and guidance, supporting a rolling annual cycle of review, testing, learning and update to ensure arrangements remain current, effective and aligned with good practice.
- Support services of the council in completing Business Impact Analyses and identifying mitigation actions, dependencies and recovery strategies.
- Support services in developing, reviewing and maintaining Business Continuity Plans, ensuring plans remain current and aligned to corporate and regional resilience requirements.
- Work closely with enabling services such as IT, Procurement, Facilities, HR and Risk Management to ensure business continuity arrangements reflect organisational changes and interdependencies.
- Assist in the design, delivery and evaluation of business continuity related training and exercises, including service-level tests and corporate-wide exercising to validate the Council's BC arrangements.
- Support corporate reporting and assurance activity, including internal audit, contributing to the council's reporting against the Resilience Standards for London, and updates to senior leadership.
- Contribute to the delivery of Barnet's Business Continuity action plan, as necessary to meet audit and reporting deadlines.
- Contribute to partnership-facing BC activity, providing advice and support at community or voluntary sector forums when required.

4. Emergency Response:

Successful candidates will be required to participate in the LB Barnet out of hours on-call emergency response service, in the role of a 'Resilience Advisor'. This is a 24hr stand by role attracting additional remuneration. Post holders will:

- Participate in the Council's out-of-hours emergency response rota in the role of Resilience Advisor, acting as the initial point of contact for incidents affecting the borough.
- Provide early situational assessment, coordinate initial actions and escalate to the Council's Gold and Silver Officers as appropriate, ensuring timely activation of emergency arrangements.
- Support the mobilisation of emergency responders, including BECC staff, LALOs, emergency centre teams and voluntary sector partners, ensuring information is logged and communicated appropriately.
- Offer professional advice to senior officers and partner agencies during developing incidents, drawing on local plans, multi-agency procedures and London Resilience guidance.

5. Financial Responsibilities:

There are no specific financial or budgetary responsibilities with this post, however all Barnet Council employees must contribute to the council's overall responsibility to scrutinise expenditure and to spend public money responsibly.

6. Health and Safety Responsibilities:

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety, data security and cyber security training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any accidents/incidents/hazards.
- Take care of your own and other's safety, health and wellbeing

7. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values.

To ensure that a high level of confidentiality is maintained in all aspects of work. Our values are:

Caring

Learning to Improve

Inclusive

Collaboration

8. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

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Criteria	Essential/Desirable	Assessed by:
Experience & Knowledge		
Understanding of the duties of Local Authorities under the Civil Contingencies Act 2004 and related regulation and guidance.	Essential	Application/Interview
Understanding of local and regional emergency response arrangements.	Essential	Application/Interview
Experience of planning and facilitating workshops, exercises and debriefs to test arrangements and support lessons-identified processes.	Essential	Application/Interview
Working knowledge of ISO22301 Good Practice Guidelines and good understanding of Business Continuity management and processes used in public sector business continuity planning and development.	Essential	Application/Interview
Experience of working in an emergency planning, contingency planning, or business continuity role, preferably in the public sector.	Essential	Application/Interview
Experience of responding to civil emergencies, as defined under the Civil Contingencies Act, 2004.	Desirable	Application/Interview
Skills		
Experience of successfully communicating with a variety of audiences, including senior stakeholders, partner organisations and other	Essential	Application/Interview

public authorities on emergency planning and response topics.		
Influencing skills: challenging, supporting, influencing and engaging senior managers, delivery units, colleagues and partner organisations.	Essential	Application/Interview
Organisational skills, including the ability to prioritise competing tasks in a developing situation.	Essential	Application/Interview
Ability to work under pressure and to tight deadlines.	Essential	Application/Interview
Strong teamwork and motivational skills, experience of encouraging colleagues to deliver collective aims through collaboration.	Essential	Application/Interview
Ability to set own direction and priorities in the context of team and organisational aims and objectives.	Essential	Application/Interview
Ability to identify gaps, risks and potential improvement actions within plans and processes.	Essential	Application/Interview
Barnet's Values & Behaviours		
Caring		
Integrity: I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Support: I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
Learning to Improve		
Growth Mindset: I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview

Inclusive		
Champion Diversity: I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
Collaborative		
One Team: I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview