Head of Place – Resilience Services
£53,974 - £70,052
1 Lancaster Circus, Queensway B4 7DJ
Working 36.5 hours per week

Reporting to the Director of Regulation and Enforcement you will be responsible for providing strategic leadership and management of Emergency Planning and Business Continuity, 24 hour Control Room and associated CCTV infrastructure.

You will maintain productive partnerships with other Authorities (including Emergency Services), Government Office and other key organisations including close working with West Midlands Police on the Protect and Prepare agenda under the governance of the Councils Contest Board.

You will be a member of the Council’s 24 hour Emergency Duty Officer rota and have or successfully undertake security vetting.

You will be educated to degree level in Emergency Planning or a related discipline and have significant emergency planning experience.

Ref: PL3252017

Closing date: Friday 17th November 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: Head of Place Resilience Services
GRADE: GR7
NO OF POSTS: 1

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: NO

1.0 JOB PURPOSE

1.1 Reporting to the Director of Regulation and Enforcement, the post holder will be responsible for providing strategic leadership, co-ordination and management of the corporate approach to Emergency Planning and Business Continuity issues (Birmingham Resilience Team (BRT)), the Council’s Emergency Coordination Centre (CECC), 24 hr Control Room and associated CCTV infrastructure and for controlling and or monitoring a range of alarm and key holding services for clients. In addition the post holder will be required to continually improve and strengthen the existing Emergency Planning arrangements within the Council to enable it to implement the requirements of the Civil Contingencies Act and reflect international best practice. This will include forming productive partnerships with other Authorities (including the Emergency Services), Government Office and other key organisations including close working with West Midlands Police on the Protect and Prepare agenda under the governance of the Council’s Contest Board.

1.2 Further, the post holder will also take full account of concerns expressed by Elected Members, members of the public, other related Council Committees, Ward Sub-Committees and devolved area management organisations. To devise and maintain a structured response system to ensure that enquiries, correspondence, petitions, committee/sub-committee minutes etc. are dealt with in agreed timescales.

2.0 DUTIES AND RESPONSIBILITIES

With regard to Resilience:

2.1 To lead the Council’s response to Emergency Planning and Business Continuity by developing appropriate strategies and implementing plans.

2.2 To manage the City Council’s Corporate Resilience Team (BRT)

2.3 To coordinate the efforts of all Council Emergency Planning staff to ensure the safety and security of Birmingham residents and visitors.
2.4 To lead the Councils Protect and Prepare Sub Group of the Contest Board and, working with Highways (Economy Directorate), Events, City Centre Management, West Midlands Police and other internal and external partners, coordinate protect measures in Birmingham’s administrative area.

2.5 To continually review the City Council’s Emergency Planning and Business Continuity procedures in light of both operational experience and exercising. To make recommendation for revision so that they comply with the requirements of the Civil Contingencies Act and reflect the most up to date best practice internationally. This will include introducing and implementing effective working arrangements with partners to manage any emergency situation that may arise in either the City Centre or wider Birmingham area.

2.6 To co-ordinate the City Council’s response in the event of a declared major emergency and additionally to provide a lead role where any incident involves two or more Directorates of the Council.

2.7 To ensure that all Emergency Planning procedures established are regularly reviewed and tested and coordinated with other City Council Prepare initiatives.

2.8 To take a lead role in organising both City Council and multi-agency Emergency Planning exercises to test the City Council’s preparedness in responding to emergency situations.

2.9 To support the Corporate Emergency Planning and Business Continuity Group and provide direct support to Directorates and nominated staff to ensure that the City Council is able to fully respond to any emergency that may arise.

2.10 To represent the City Council in Emergency Planning and Business Continuity matters at a senior level with other Authorities (including the Emergency Services), Government Office and other key organisations.

2.11 To co-ordinate call out arrangements and to develop rotas within the Emergency Planning and Business Continuity Unit to ensure availability of resources to respond effectively to emergencies outside of normal working hours.

2.12 Preparation and presentation of management information, including reports to Cabinet/Cabinet Member as necessary, relating to the functions of the Emergency Planning and Business Continuity Unit.

2.13 Ensure that the City Council’s Emergency Planning and Business Continuity arrangements conform with, and help develop best practice.

2.14 To perform any other duties as required commensurate with the level of experience and grade of the post holder to provide an effective response to the varying needs of the City Council’s Emergency Planning and Business Continuity Unit and the Local Services Directorate.

2.15 Recognise and respond to the changing requirements of the post and seek training/development to meet those requirements.

2.16 To manage employee resources allocated to the Emergency Planning and Business Continuity Unit and Birmingham City Council in delivering the overall objectives set out above, together with identifying and implementing their training and development needs within available resources.

2.17 To manage the Emergency Planning and Business Continuity Unit budget within the approved allocation of resources.
2.18.1 Promote, adhere to and implement the City Council’s policy of equality of opportunity within the R Unit and within the wider Directorate.

With regard to Control Room, CECC, CCTV and related 24hr services:

2.19 To manage the delivery of the Council’s 24 hour on call service ensuring suitably qualified and resourced duty officers are available to respond to emergencies 24 hrs per day, every day.

2.20 To develop an asset management strategy for maintaining fit for purpose CCTV infrastructure.

2.21 To develop an asset management strategy for maintaining a fit for purpose IT infrastructure to support Resilience Services ensuring that they are regularly reviewed, checked and updated as necessary to ensure functionality at any time, every day.

2.22 To ensure that the delivery of CCTV services complies with the Surveillance Camera Commissioners (SCC) Code of practice 2013, (issued under the Protection of Freedoms Act 2012 s30 by the Secretary of State).

2.23 To manage the arrangements and relationship with Services co-located in the Council’s Control Room, in particular the West Midlands Police.

2.24 To assume responsibility for the Community Safety network of CCTV assets, carrying out a robust assessment of current assets, redundant assets and billing arrangements in order that they can be brought into the wider CCTV asset management strategy.

2.25 To manage the Capital and Revenue budgetary framework in the Control Room, CCTV and other Services, monitoring and achieving defined budgetary targets.

2.26 To draw upon the resources of internal or external consultants and commission work in accordance with demands of legislation.

2.27 To ensure compliance with legislation, Standing Orders, Financial Regulations and appropriate National/Departmental technical standards for all work undertaken by Resilience Services and ensure that adequate in-house training of staff is provided.

2.28 To inform and influence the development of policies and programmes to ensure that they are relevant and responsive to changing needs.

2.29 To comply with Health and Safety responsibilities and to represent Place Resilience Services and Place Engineering Services (or other as may change from time to time) Health and Safety forums.

2.30 To positively assist in bringing about equality of opportunity in service delivery and employment.

2.31 To positively assist in the development of an accessible, comprehensible and responsive organization through regular personal appraisal of staff and the identification of developmental needs.

2.32 To be responsible for his/her own continuous professional and managerial development.

2.33 To assist the Director of Regulation and Enforcement in strategic planning and management of the core activities of Resilience Services and other services, from time to time, in Regulation and Enforcement Directorate.
2.34 To deputise for the Director on all matters within the general purview of the post and as and when appropriate to personally represent the Director as may be determined from time to time.

2.35 To represent the City Council at the Local Resilience Forum, General Working Group and other sub groups as required and to support the Director, and deputise from time to time, in relation to the Local Resilience Forum.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Director of Regulation & Enforcement

JOB NO:

3.2 LEVEL OF SUPERVISION

Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

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<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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5.0 SPECIAL CONDITIONS

5.1 Contacts

Regular contact with officers at all levels in Directorates, other public bodies (including the Emergency Services, Government Office, Central Government, Local Authorities etc.), external agencies and Elected Members.

5.2 Other Details

The office base will be in accommodation at Lancaster Circus, the location of which is subject to change from time to time, with visits to other Council offices, sites and premises around the City as and when required including during out of hours emergencies. The job also involves travel to external organisations, ‘blue light’ service and other Local Authorities outside the City boundary. A 36.5-hour working week with flexible hours is in operation. The office hours are however; subject to adjustment as may be necessary having regard to the requirements of the service/s, the specific nature of the duties attaching to the post and the directions of the City Council. It may be required for the post holder to work outside office hours, e.g. weekends and evenings, and to attend committee meetings etc. The post holder will be required to be part
of a 24 hour out of hours duty officers rota however response to emergencies will not be restricted to duty periods and may be required at any time.

5.3 Politically Restricted Post

Under the terms of the Local Government and Housing Act 1989, this post is included in the category of being politically restricted. This is on the basis that it is a specified post/a post whose remuneration level exceeds the lower limit involved in politically sensitive duties.
Person Specification

Post: Head of Place Resilience Services  
Grade: GR7

Division: Regulation & Enforcement  
Section: Resilience Services

Directorate: Place

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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| **Education/Qualifications** | Diploma (or equivalent) in emergency planning, business continuity or related field  
OR  
A Degree in Emergency Planning, Disaster Management or related subject with transferrable skills  
OR  
Experience of project development in fields with transferrable skills | AF/I   |
| **Experience**  
(Relevant work and other experience) | At least five years extensive management experience in a service or operational area relevant to emergency planning, business continuity, transportation & engineering services  
Proven experience of promoting and leading change programmes to achieve service improvement  
Experience in the development and implementation of strategy, policy and programmes  
Experience of working effectively with others to deliver cross sector and partnership working  
Preparing, managing and controlling revenue and capital budgets | AF/I   |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 | I      |
| **Staff and Project Management** | Ability to put corporate vision into practice through agreed policies and strategies  
Ability to provide effective leadership, including when you have no direct line management responsibility  
Empower staff to achieve results by setting clear objectives and performance monitoring  
A good understanding of local government systems and working on politically sensitive issues  
A good understanding of public sector issues and systems  
You will need to demonstrate a flexible approach and an ability to confidently manage competing priorities including in times of crisis  
Ability to understand technical programmes outside your direct experience | AF/I   |
| **Partnership Working:** |  
| An ability to develop, manage and contribute to partnerships, involving a range of stakeholders to achieve positive outcomes, including an ability to command trust and confidence | I  
| An ability to solve and understand issues from the perspective of a range of customers | I  
| **Communication:** |  
| Demonstrable evidence of being an excellent communicator both orally and in writing | AF/I  
| An ability to prepare and deliver effective presentations | I  
| **Other:** |  
| Must be able to demonstrate understanding of the principles underpinning equal opportunities policies | AF/I  
| Must be willing to undertake appropriate training such as Diploma in Emergency planning and Business Continuity | AF/I  
| Must be willing to work non-standard hours and participate in out of hours duty rota | AF/I  
| Must possess a full driving licence and have access to a car | AF  

| Training |  
| Other |  
| The post holder must successfully complete a security vetting process during the probationary period or within 6 months of taking up the post. | I  

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.