

Assistant Emergency Planning Officer

Department: Justice and Home Affairs

Division: States of Jersey Fire and Rescue Service

Reports to: Deputy Emergency Planning Officer

JE Ref: JHA1023.1

Grade: CS09

JE Date: 17/10/2023

Job Purpose

The Assistant Emergency Planning Officer role supports the Deputy Emergency Planning Officer and Emergency Planning Officer in the delivery of key outputs in relation to government resilience and emergency planning activity. This includes the development of expert advice, working across government and other stakeholders to develop government plans through research and supporting the work for the Emergencies Council.

Additionally, the post holder, as part of a small team of Assistant Emergency Planning Officers, plays a key leadership and support role within the Jersey Resilience Forum, coordinated by the Deputy EPO. This involves being the dedicated officer for a specific portfolio, working to the chair of a portfolio area or leading the area, across the responder community, as required.

Job Specific Outcomes

1. Assist the Emergency Planning Officer and Deputy Emergency Planning Officer, covering central government strategy, policy, doctrinal and legislative development in order to create and maintain Jersey's resilience and readiness against global, regional and local risks and threats.
2. Develop and maintain a strategic risk and threats register to support government policy and decision making as well as to inform contingency planning activity across a wide range of resilience partners.
3. Provide expert advice to senior officials in the form of briefings, reports and discussion papers in relation to emergency planning.
4. Provide expert advice and support to ministers and resilience partners during the response to crises, emergencies or major incidents, helping them to make well-informed and timely decisions to mitigate the effects of any event.
5. Support the management of delegated strategic relationships with officials in key UK Government departments (Ministry of Defence, Ministry of Justice), relevant UK and other resilience forums as well as with French counterparts so that critical resilience and civil contingencies information and intelligence is available to the right people, within the bounds of information security policy, in order for high quality safety and security decisions to be made.

6. Support the promotion of a culture where all partners and stakeholders recognise their role in resilience and emergency planning and actively contribute to a shared agenda; this will include the provision of information for and engagement with the wider community.
7. As portfolio lead, provide professional support to the Jersey Resilience Forum, its various groups, their chairs and officers from partner organisations who will contribute to the work of the forum, as well as providing professional advice to forum partners as required.
8. Support the delivery of an assurance framework across civil contingencies activity undertaken by government and resilience forum partners, based upon leading practice, with appropriate reporting mechanisms to enable practice development.

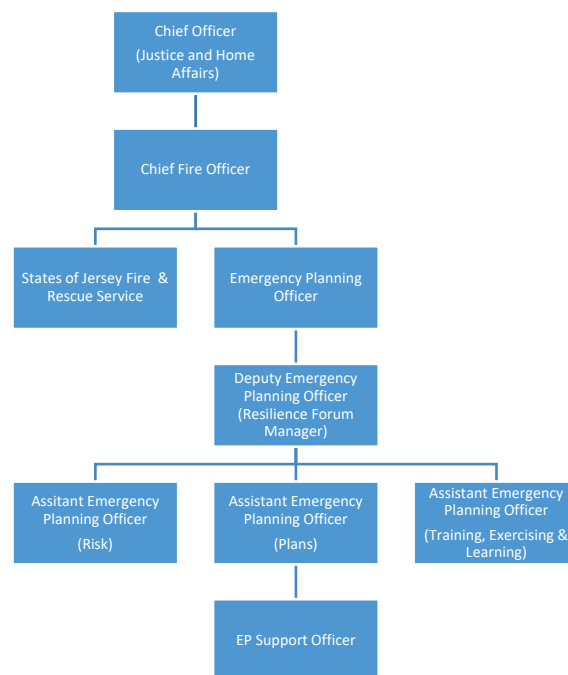
Statutory Responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

<Delete the following statement if not applicable>

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational Structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Training in the field of emergency planning and / or any of its disciplines through a recognised provider.	Degree or diploma in emergency planning or related field.
Knowledge	A good understanding of civil contingencies practice, local and UK legislation and the Island's / Government's strategic plans and priorities.	
Technical / Work-based Skills	<p>Full category B driving licence.</p> <p>Strong information systems and technology skills.</p>	
General Skills/Attributes	<p>Excellent interpersonal skills with the ability to motivate and engage with colleagues and partners, as well as Jersey's various communities.</p> <p>Effective verbal and written communication both in the one-to-one and one-to-many contexts.</p> <p>Ability to be assertive, under considerable situational and personal pressure, including when dealing with those with significant power and authority.</p>	

	<p>Excellent personal resilience and commitment.</p> <p>A commitment to diversity and inclusion in the workplace and more widely.</p>	
Experience	<p>Experience of working in a role with both operational and administrative responsibilities.</p>	<p>Experience of working in the emergency planning field and / or in an operational role in the emergency services or armed forces.</p>

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.