

Role Profile

Role Title: Resilience & Risk Officer

Service Area: Strategy & Partnerships

Scale: S01

Reporting to: Corporate Services Manager

Responsible for: NA

Purpose

- To provide support to Council services and external organisations as required to ensure compliance with all legislation, guidance and best practice in relation to civil contingencies (including emergency planning, response, recovery, resilience and business continuity).
- To assist the Corporate Services Manager and Data Protection & Resilience Manager in securing the Council's compliance with statutory obligations under the Freedom of Information (FOI) Act and Data Protection Act (DPA).

Key Responsibilities

- To support council staff and volunteers in relation to emergency planning and risk management.
- To advise the Council's Corporate Management Team on resilience matters and provide expert advice during the course of an emergency.
- Undertake research and develop briefing notes with guidance and information with regards to emerging national legislation and guidance on emergency planning and data protection.
- Participate in the Watford and Three Rivers Safety Advisory Group and advise event organisers about risk assessments and their health and safety responsibilities.
- Liaise with the Communications Team to ensure that staff and the public receive suitable warnings and information about risks, threats and any incidents as they emerge.
- Regularly review spreadsheets and ensure teams regularly review their Service Continuity Plans, Privacy Notices, Data Retention Schedules and Risk Registers.
- Organise emergency planning training and exercises.
- Responsibility for maintaining the Council's corporate risk register and Risk Management Strategy.
- Prepare and compile reports, information and statistical returns as required.
- Provide support to the Data Protection & Resilience Manager regarding Freedom of Information requests and data protection matters.
- You may also be required to undertake administrative duties on behalf of the Electoral Registration Officer and/or the Returning Officer relating to the registration of electors and the organisation of elections i.e. processing postal votes, canvassing properties during office hours.
- You will consider and implement environmental sustainability as a guiding principle within processes, activities and projects delivered.
- Undertake any other reasonable duties as required by the Corporate Services Manager, Data Protection & Resilience Manager or Senior Leadership Team.

Specific Knowledge, Skills and Expertise

- Education to GCSE level or above is essential.
- Undertaken relevant specialist training/qualifications or be willing to do so.
- Willingness to learn new skills and to develop new expertise.

- Ability to support in an emergency response, planning and prioritising actions and supporting teams responding to any emergency.
- Good communication skills, both written and verbal, including the ability to provide clear instructions and guidance to groups or individuals.
- Excellent time management and responding to conflicting priorities.
- Ability to work with a high degree of accuracy and excellent attention to detail.
- Ability to remain calm and confident when under pressure, being able to adapt and find solutions.
- Ability to use a variety of IT systems including MS Office in particular Excel.
- Ability to work on own initiative with limited supervision and to be an effective team member.
- Willingness for some evening / weekend working as required.

Key Relationships

- All levels of staff within the authority
- Elected Members
- Members of the public
- Other local authorities
- Commercial and voluntary organisations
- Registered Providers
- Police & other emergency services
- Professional bodies
- NHS/CCG