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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Chief Resilience Lead | **Post No** | PH162 |
| **Directorate** | Public Health | | |
| **Division** | CSW Resilience | | |
| **Band and Salary** | Band I  £69,606 to £72,998 per annum (incremental progression is subject to performance) | | |
| **Responsible to** | Director of Public Health | | |
| **Location** | Solihull Council House (with an expectation that the post holder will work from multiple office bases across Coventry, Solihull and Warwickshire) | | |
| **DBS Check** | Not Applicable | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |

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| **Car User Status** | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.  Applicants must be able to drive, have a driving licence and be a car owner or have use of a car, however for disabled applicants, reasonable adjustments will be made where required. |
| **Special Conditions** | The post holder must be within 40 minutes of Solihull Town Centre or other appropriate local authority operational base as required and agreed.  The post holder is required to participate in an emergency standby rota, to attend work due to a civil contingency disruption or test and to occasionally attend meetings outside of normal office hours. |

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| **Role Purpose** |
| To provide system-wide, strategic leadership of the multi-agency, Joint (CSW) Resilience Team*,* which covers three upper-tier local authorities, four lower tier local authorities (as part of a traded service) and spans two Local Resilience Forum footprints across the West Midlands conurbation and the county of Warwickshire.  To ensure that partners who are part of, or supported by, the Joint Resilience Team meet their statutory duties as a Category 1 responder under the Civil Contingencies Act 2004, specifically in relation to Emergency Planning, Business Continuity and Recovery.  To take a leading role in coordinating both internal and multi-agency emergency responses within the CSW sub-region.  To be available to chair a Local Resilience Forum or support the chair as a senior subject matter expert in resilience. |

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| **Role Responsibilities** |
| To ensure that effective and collective resilience planning arrangements are in place to respond to major incidents, emergencies or business disruptions and that the health and safety of residents within the region is protected.  To provide overall line management of the Head of CSW Resilience, the Joint Resilience Manager and have overall responsibility for all other resilience officers within the Joint Resilience Team.  To be available to provide direct or indirect line management to members of staff who coordinate the Local Resilience Fora (LRFs) of Warwickshire and the West Midlands and be prepared to chair either LRF or support the respective chairs as a senior subject matter expert in the resilience field.  To ensure collaboration between the work of the Joint Resilience Team with partners from across multiple systems including, two LRFs, the LHRP, two ICS (and all of their associated sub-groups) through system leadership and matrix management of officers and multi-agency programmes  To develop and lead a sub-regional resilience strategy and deliver all parts of the emergency planning lifecycle for the Joint Resilience team and the partners that it directly supports, as well as developing, implementing and leading business continuity management systems (BCMS) across all of the partners.  Act as a Senior Responsible Officer or sponsor on behalf of the region (and on occasions nationally) for specific resilience programmes.  Provide senior leadership support to ensure that all partners within the Joint Resilience Team have strong and robust Strategic and Tactical Command structures in place that can be mobilised at pace through tried and tested call-out arrangements,  To be contactable at all times, and able respond to major incidents at no notice, as either the internal/local lead or as the lead for a system wide response as chair of a multi-agency Command and Control group (S/TCG).  To ensure that all partners within the Joint Resilience Team and all plans held by the team are appropriately trained and exercised in accordance with a Training Needs Analysis and an Exercise Framework.  Act as the lead officer for the three Local Authorities work within the ‘Prepare’ strand of the Contest Strategy, engaging with local, regional and national stakeholders. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Degree or higher in Emergency Planning, Disaster Management or equivalent | Masters Level qualification  Qualification in Business Continuity  Project management qualification  Multi-agency Gold Incident Command | Application |
| **Experience & Knowledge** | Experience of providing senior leadership for complex, multi-agency teams within multiple local systems  Experience of leading resilience planning (Emergency Planning, response and recovery) in a large organisation  Experience of leading regional work programmes and meetings at a senior level  Experience of leading the response to major incidents both in a single agency and multi-agency setting.  A comprehensive understanding of the Civil Contingencies Act 2004 and other resilience related legislation and guidance  A comprehensive knowledge of both; Local Authority and local system operations, particularly in relation to the Integrated Emergency Management cycle  An understanding of Business Continuity Management, particularly within the Local Authority context (including ISO 22301 and the BCI Good Practice Guidelines)  Operational experience and expertise to be able to lead responses to unforeseen and unplanned events, effectively | Management of resilience professionals  Remote management of dispersed teams  Ability to work under extreme pressure and with ambiguity  Knowledge and experience of leading the ‘Recovery’ phase of an emergency  Understanding of Risk management and Risk assessment in line with national processes  Experience of leading and managing teams within a Local Authority and experience of working with elected officials  Experience of Command and Control style leadership for a large organisation and within the multi-agency context | Application  Interview |
| **Experience & Knowledge** | Leading or sponsoring specific task and finish groups, internally or within partnerships to create and deliver complex work programmes  Experience of working with and a good understanding of the roles of the Blue Light Services, the Health Sector and VCS organisations  Experience of developing and leading strategies and delivering large-scale, projects within single agency and multi-agency settings  Experience of working at a senior / strategic level within the resilience sector  Experience of managing complex budgets with multiple funding streams | Experience of working in and leading LRF and LHRP groups  Experience in managing significant projects and programmes, particularly within the resilience sector | Application  Interview |
| **Skills & Abilities** | Able to negotiate with and influence a significant number of stakeholders, internally, externally, locally, regionally and nationally  Able to directly manage and matrix management senior officers both internally and from local and regional partner agencies (i.e. external members of staff)  Able to build and maintain effective working relationships with partners and understand the collective strategies, priorities, and operational issues of multiple systems.  Strong interpersonal skills to engage with and develop close working relationships with internal and external stakeholders at a senior level  Ability to lead and manage teams, partnerships and groups both day-to-day and under high stress during unplanned and unforeseen circumstances  Strong project and programme management skills and the ability to lead multiple projects and conflicting demands  Able to think strategically and make/ implement decisions at pace, acting on own initiative. | Able to influence partners outside of sphere of control  Ability to work and think clearly under pressure.  Strong Leadership, influencing and interpersonal skills  Able to brief Elected Members and lead discussions at relevant committees  Competent in using Resilience Direct and associated applications  Effective Communication skills, verbal and written  ICT Skills, with particular focus on GIS, MS Office suites | Application  Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential**.** | Interview |

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| **Other Requirements** | Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. | Interview |
| The post holder must be within 40 minutes of Solihull Town Centre or other appropriate local authority operational base and participate in an emergency standby rota. | Interview |

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| **Compiled/Reviewed by** | Ruth Tennant |
| **Date** | August 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.