

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area:

Finance and Public Protection

Job Ref Number: 03205

Service Area:

Emergency Planning and Business Continuity

Grade: G10

Job Title:

Senior Public Health Emergency Planning Officer

PURPOSE OF JOB:

This post supports Lincolnshire County Council and Director of Public Health to:

- Meet the obligations set out in the Civil Contingencies Act (2004)
- Comply with other statutory emergency planning responsibilities
- Comply with the relevant requirements of the Health and Social Care Act 2012

The post holder will be expected to ensure that statutory responsibilities are carried out in accordance with current Legislation, Government Policy, Executive Agency procedures, frameworks and guidance, codes of practice and align with the Council's Corporate Plan, Business Plans and Service Plans.

The post holder will lead designated areas of work, taking steps to ensure that plans are in place to protect the health of the population, escalating any concerns or issues through the team structure to the Head of Service (Health Protection) and the Director of Public Health.

Due to the nature of the post the Officer may be required to respond to emergencies during unsocial hours and participate in a rota to provide response cover. They will deputise as Health and Social Care cell chair for the Head of service (Health Protection). To provide tactical direction on behalf of Public Health to the Lincolnshire Resilience Forum (LRF).

The post holder will be required to ensure the provision of specialist advice and guidance through:

- Support coordination and quality assurance of response in Public Health emergencies
- The provision of expert specialist advice and operational support to Public Health by way of tactical advice, enabling them to have appropriate systems and processes in place to deliver their obligations relating to Emergency Preparedness, Resilience and Response (EPRR)
- The development of plan of work to meet the objectives within the Local Health Resilience Partnership (LHRP) strategic plan
- The collation and provision of assurance to demonstrate that plans are in place within the health community to ensure the protection of the health of the population
- The delivery of relevant training to Public Health Consultants and Managers to ensure competency in their delivery of strategic, tactical and cell chair responsibilities during an emergency
- Supporting the business continuity programme of work within the Adult Care and Community Wellbeing Directorate
- Contribute to delivering quality in operations through the development and innovation of evidence based tools, guidelines and projects focused in improving public health response.
- Ensure the organisation is familiar with the roles and responsibilities of the Council's emergency planning response and recovery arrangements.

- Audit compliance with duties associated with the Civil Contingencies Act 2004
- Represent the Council through attendance on emergency planning training, exercises, courses, workshops and seminars.

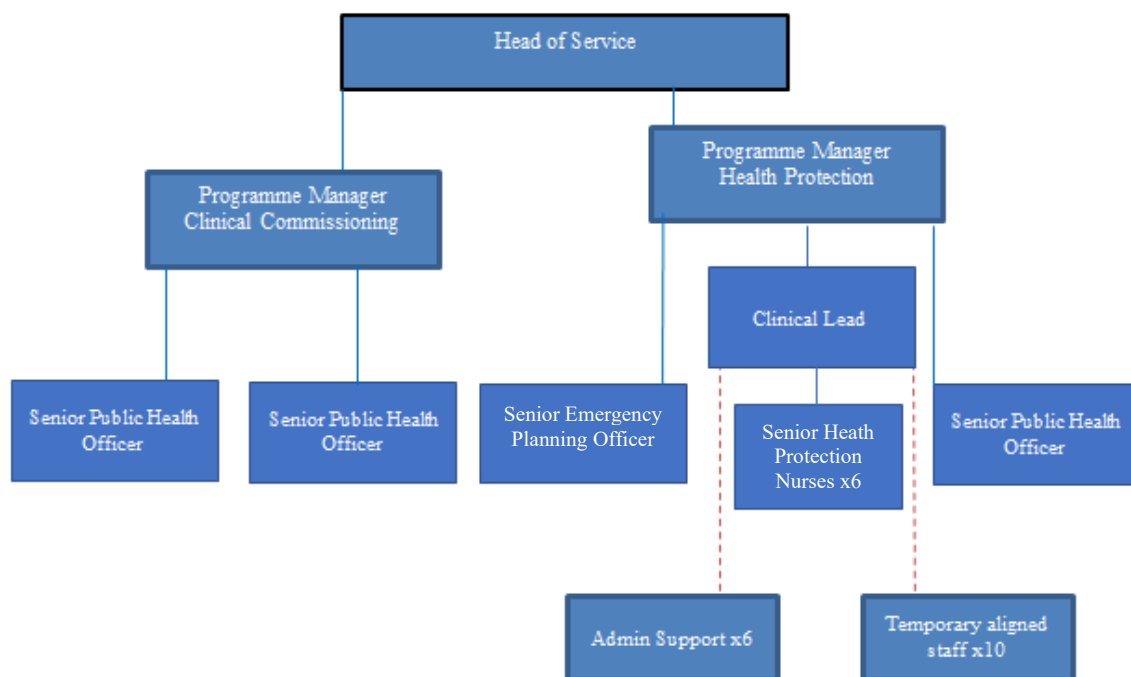
The post holder will interact in a range of settings and builds effective relationships with a wide range of people and organisations including senior professionals, elected members and members of the public, NHS and local authorities, central government departments or agencies, community groups / leaders and the media, developing and maintaining effective relationships to ensure that the Council can achieve its objectives. Relationships which the post-holder must establish within the authority are of equal importance.

The post holder will provide day to day leadership and management support for any staff they oversee in relation to project work they are leading on through a matrix management approach supports colleagues with leading organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including leading post incident debrief reviews, reconfiguration of systems across H&SC, implementing joint operational learning from national bodies to improve and embed learning within local policies.

They will work effectively and proactively in a Programme Management approach to support the Public Health Programme Managers in developing robust evidence base and strategies to deliver and influence a response to public health emergencies across Lincolnshire by providing specialist knowledge in EPRR and clinical disciplines.

As a senior officer the post-holder will support PH colleagues to provide solutions to achieve outcomes which are cost effective, credible and effective, making informed, responsible and sound judgments on a range of Health Protection issues using advanced analytical, people and budget management skills to understand and navigate complex systems which are continually under pressure and changing.

PROPOSED TEAM STRUCTURE:



Key: — Direct line management
- - - Contract staff (Business Support & Temporary aligned staff)

MAIN DUTIES:

1	To undertake the delivery of Lincolnshire County Council and the DPH's compliance with the health elements of the Civil Contingencies Act (2004) and the Health and Social Care Act 2012. This involves working with partnership organisations to: • Monitor compliance with the Act and its associated regulations across the Health and Social Care Community • Work in partnership with the Local Resilience Forum (LRF) and the LHRP to plan and prepare for major and public health incidents • Provide briefings in these plans and functions in the form of presentation and training exercises to both internal and external client groups as required. • Identify and interpret relevant national policy and guidance and develop local plans
2	Ensure that Lincolnshire County Council's emergency plans and procedures are compatible with those of NHS organisations and multi-agency partnerships; and that there are effective plans in place to ensure an appropriate health response to health protection incidents through contribution to; • LHRP operational sub-group • LRF Risk Assessment Working Group • LRF Training and Exercise Group • Risk Assessment Working Group
3	Lead on the development and delivery of the EPRR element of the Health Protection Assurance Framework
4	Support the preparation and maintenance of business continuity within the LCC Adult Care and Community Wellbeing Directorate
5	To provide tactical support to Public Health Consultants, Head of Service and Programme Managers and the Health and Social Care Cell during major emergencies to enable effective implementation of emergency plans and a coordinated response from health and

	social care partners. As a representative for LCC across H&SC this post will need to use their contacts and relationships to influence and navigate complex and contentious subject matters. In particular this is likely to be when there are competing properties of which this post would need to be considerate of, but not withstanding the overall responsibility for ensuring that plans are in place to maintain critical service delivery.
6	To have day to day responsibility for the EPRR speciality within LCC Public Health. This role will have a key impact to service delivery; particularly in relation to Health Protection and would in many ways also affect other critical services such as Adult Care and Children's Directorates.
7	Provide a level of specialist and tactical advice and support to the Public Health Consultants, Chief Commissioning Officer, Head of Public Health, Public Health Programme Managers and colleagues at all levels across the Council, to enable the service to achieve strategic outcomes. Where appropriate and agreed with a member of PHSMT work with, advise and report to The Executive, the relevant portfolio holder(s), Scrutiny Committees and individual elected members to assist in realizing the Council's vision, aims and objectives, supporting the democratic processes of the Council; and contribute to a range of corporate initiatives e.g. Workforce Wellbeing Strategy to support the on-going development and success of the organisation.
8	To support the DPH, Head of Service and Public Health Consultants provide leadership for the response to public health incidents and emergencies within the local authority area. Externally, the post will need to build and maintain their contacts with key stakeholders such as the CCG. They will need to influence decision making pertaining to care and preparedness for emergencies. The consequence of not maintaining such contacts and relationships would result in a gap of service delivery for vulnerable people and service users across Lincolnshire.
9	In conjunction with NHS England colleagues, develop and manage a work plan across the Lincolnshire Health Community to ensure the objectives within the LHRP strategic plan are achieved, escalating any concerns as required.
10	To devise, improve, maintain and revise strategies to implement any specialist functions as may be allocated, including duties in emergency situations
11	Produce business cases for major project works and seek approval from appropriate LCC Board or Scrutiny Committee, overseeing the spend and implementation of the project.
12	To provide full support to Public Health leads in the preparation of their Business Continuity Service plans by conducting Business Impact Analysis and Risk Assessments to determine the recovery priorities and objectives for the council as a whole.
13	Develop Policies when appropriate for both operational response functionality and multi-agency procedures where no single agency policy is appropriate.
14	To respond to operational and tactical requirements as may be necessitated by an emergency; representing the interests of Public Health and Lincolnshire County Council.
15	Support Project Managers for relevant LRF priority project groups
16	The post holder will routinely find themselves in situations that are contentious and complex. The subject matter and breadth of expertise in this area is crucial in order to effectively comprehend and effectively manage this portfolio. The post holder will require a high level of discretion often working within the context of major policy and legislative requirements set down by national Government and its departments. The role and the impact of decisions taken will have the potential to have major impacts on the strategic direction of service commissioning and delivery across a wide range of internal and external partners; leading to the management of highly complex, multi-faceted pieces of work often involving more than one organisation at any one time.

17	As an employee, create a positive image of the Council and undertake all necessary training to enable effective delivery of the requirements for this post. Obtain a formal training qualification (PTLLs); attend the Emergency Planning College and MCA Oil Pollution Course. Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers. Act as a role model to others, helping them to manage uncertainty and to respond positively and creatively to changing expectations.
18	The post will require a high level of discretion at times and requires that the post holder is vetted to NPPV2 and security clearance (SC) level. This is due to the potential divulgence of sensitive information as part of a multi-agency response and determining the strategy and objectives to deal with the incident. The post holder will also need to have strong negotiation skills to ensure compelling deadlines and priorities are met and to resolve tensions and conflicts that may occur whilst retaining a professional stance. Managing relationships is therefore a key skill set for this role and success is critically dependent on the ability to develop multiple trust based relationships with a wide variety of individuals. Personal credibility is therefore crucial to engender trust and respect in order to successfully deliver the advisors role in times of crisis.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Qualifications:			
First level degree or relevant experience	A / I	E	
Teaching and assessing qualification	A / I	E	
Diploma in Health Emergency Planning	A / I		D
Experience: (Demonstrable experience identified within the section below)			
Experience in working within health/NHS	A / I / P	E	
Working with a variety of care providers	A / I		D
Relevant post graduate training	A / I		D
Experience of delivering training	I / P	E	
Experience of Project Support	A / I	E	
Experience of report writing & audit	A / I	E	
Demonstrable experience of managing and implementing change	I		D
Experience of working in a political environment	A/I		D
Experience in Local Government	A/I		D
Knowledge & Skills:			
Demonstrable understanding of; - Health & Social Care Act 2012 - Civil Contingencies Act 2004	I / P	E	
Excellent organisational skills.	A / I / P	E	
Effective time management skills, ability to prioritise, responding flexibly and positively to manage conflicting demands and regular change.	I/P	E	
Ability to work on own initiative.	A / I / P	E	
High level of interpersonal and communication skills.	A / I / P	E	
Ability to handle confidential data in accordance with data protection legislation.	A / I	E	

Ability to exercise discretion and diplomacy.	A / I / P	E	
Ability to work effectively as part of a team.	A / I / P	E	
Ability to interact with senior personnel from internal, partner and external organisations.	A / I / P	E	
Experience in management roles overseeing service delivery plans and relevant budgets.	A/I	E	
Demonstrable effective motivational leadership and vision to staff at all levels including a positive attitude to change in order to develop and maintain services in a constantly changing environment	I/P	E	
Advanced ability to analyse a wide range of data, translating complex needs into answerable public health questions to achieve outcomes.	I	E	
Ability to draw conclusions based on professional judgement as well as facts; exhibit pragmatism and political acuity to resolve problems advising on developing and adapting policy rather than living within it.	I	E	
Ability to understand and navigate complex systems which are continually under pressure and changing.	I	E	
Sound understanding of risk and approaches to managing risk effectively.	I	E	
The ability to quickly establish strong positive relationships across the organisation at all levels, including elected members	I/P	E	
The ability to influence others effectively and act as a role model to other managers and staff helping them to manage uncertainty and to respond to positively and creatively to changing expectations.	I/P	E	
Ability to develop creative solutions which balance the need to innovate with the need to work within legal, financial and political constraints	I	E	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.