



Job Description

Directorate	Place (Community Services & Economy)
Service	Community Safety & Resilience
Post details	
Job title	Resilience Adviser (Emergency Planning & Exercising)
Grade	Grade 6
Location of work	Time Square/Tanning Court, some travel is required
Directly responsible to	Head of Public Protection and Prevention
Directly responsible for	N/A
Hours of duty	37 Hours per week
Primary purpose and scope of the job	
To assist the Head of Service to ensure that the Council meets its legal requirements under Civil Contingencies legislation and other emergency preparedness regulations in relation to emergency planning and to provide wider cross-functional support to the Community Safety & Resilience team as required.	
Working Relationships	
The role will support the Senior Community Safety & Resilience Officer and will work with a Resilience Adviser (Emergency Planning & Exercising) to undertake the Council's duties and responsibilities in relation to Emergency Planning and Community Safety. The post will be required to work with all colleagues within the service and other departments, elected members, Cheshire Resilience Forum, external partners, and members of the public.	

Key Tasks and Responsibilities

1. To support the establishment of clear policies and a framework for preparedness and the delivery of an emergency planning service for the Council.
2. To take the lead on specialist work streams subject to workload priorities and as directed by the Head of Service.

3. To assist with the development, delivery or facilitation of training and awareness programmes for internal staff, Elected Members, partner agencies and voluntary agencies as required.
4. To assist with the preparation, maintenance and exercising of statutory plans in line with legislation such as Civil Contingencies Act 2004, Control of Major Accident Hazards 1999 (COMAH), Pipeline Safety Regulations (PSR) 1996, Radiation Emergency Preparedness and Public Information (REPPPIR) regulations 2001.
5. To prepare and maintain risk assessments in line with the Cheshire Resilience Forum process and with relevant partners to provide a sound foundation for the Council's planning arrangements, and ensure there is appropriate public, officer and elected member awareness of potential hazards.
6. In partnership with the Cheshire Resilience Forum design and execute external training to facilitate cross border working and promote best practice.
7. Monitor and manage the Team's shared email accounts and folders ensuring information is circulated and reported in a timely manner.
8. The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety Policy. Special Conditions
9. To carry out all duties with due regard to confidentiality and data protection regulations.
10. To undertake such additional duties as are reasonably commensurate with the level of this post.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Theresa Whitfield
Role	Head of Chief Executives Office
Date	13 March 2025