

**PUBLIC HEALTH SCOTLAND**

**JOB DESCRIPTION**

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| **1. JOB DETAILS** |  |
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| Job Title | Senior Emergency Preparedness Officer |
| Immediate Senior Officer | Emergency Planning Officer |
| Directorate | Clinical and Protecting Health |
| Location  CAJE Ref | Glasgow/Edinburgh  NPPHSS051 |

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| **2. JOB PURPOSE** |
| To enable Public Health Scotland (PHS) to plan and deliver services in a controlled manner where emergency preparedness risks are effectively identified and assessed, appropriate controls and responses are in place, and contingency plans have been developed in accordance with statutory requirements.  To champion the implementation of measures to maintain and strengthen the preparedness and response of PHS services as part of its overall Emergency Preparedness Strategy, with a particular focus on the implementation of best practice.  The role will, in conjunction with the Emergency Preparedness, Resilience and Response (EPRR) team and the support of staff, develop and maintain a positive profile and will ensure the ongoing review of plans, training, exercising and communication requirements. |

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| **3. DIMENSIONS** |  |
| The scope of the role is to provide direction and specialist advice to ensure the development and delivery of Emergency Preparedness within PHS. The post-holder will also be required to facilitate and promote the implementation of the emergency preparedness strategy in conjunction with staff, directorates and divisions, particularly regarding the application of lessons identified and best practice.  The post holder is involved in all aspects of the provision of emergency preparedness – pre-emptive and consequence management through the development of effective policies, plans, special operations procedures and exercises, including the initiation and facilitation of specialist training.  The post holder will be expected to work within any budgets set by the Emergency Planning Manager/ Service Manager and will be expected to make recommendations on the most appropriate allocation of resource when working to implement an efficient and achievable emergency preparedness strategy. | |

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| **4. ORGANISATION CHART** |
| Planning Manager |

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| **5. ROLE OF THE DIRECTORATE**  Public Health Scotland is responsible for leading and enabling the drive to improve health and wellbeing and reduce health inequalities across Scotland.  We deliver:   * strong public health leadership across the whole public health system in Scotland in a partnership framework * high quality, effective and supportive health improvement, health protection and healthcare public health functions.   We are:   * intelligence, data and evidence led; * have a key role in enabling and supporting delivery at local level.   We deliver leadership roles in relation to:   * public health research; * innovation to improve population health and wellbeing; * supporting the broad public health workforce across Scotland.   PHS is a values driven organisation and we expect all our staff to role model our values in everything they do.  Diagram  Description automatically generated  The post holder will sit in Clinical and Protecting Health which is one of four Directorates in PHS.  The role of the **Clinical and Protecting Health** (C&PH), is to protect the people of Scotland from infectious and environmental hazards; enable high-quality clinical and public health knowledge, research and innovation; and change clinical and public health practice by using research, evidence audits and specialist experience at a national and local level. A specialist Health Protection workforce operates in partnership, to prevent exposure to hazards which damage the public’s health and to limit negative impacts on health and well-being when such exposures cannot be avoided by:   * ensuring a consistent, efficient and effective approach in the delivery of health protection services by NHS and related agencies; * helping increase the population’s understanding of and attitudes to public health hazards and facilitating the public’s involvement in implementation of protective measures, whenever possible; * being the source in Scotland of expert advice and support to government, NHS, other organisations as well as to the public on health protection issues; * helping to continuously develop a competent health protection workforce; * improving the knowledge base for health protection through research and development; * working on a four nations basis whenever feasible to do so.   **Environmental and Emergency Response** (EER) is a division within CPH consisting of health protection specialist staff, epidemiologists, healthcare scientists and managerial and administrative staff with an active interest in Environmental Public Health and Emergency Preparedness, Resilience and Response (EPRR). The group co-ordinates all relevant initiatives relating to these areas of work, including the preparation of plans, guidance and co-ordination of effort for such responses using the Health Protection Incident and Emergency Response Plan (IERP). The Divisional grouping is led by a Consultant in Health Protection who has overall responsibility for progressing the work of the group and overseeing the EER.  The other PHS directorates are:  Strategy, Governance and Performance (SGP) Directorate is to provide critical internal and external functions for Public Health Scotland with responsibility for strategic planning, performance, marketing, communications and resources (people, finance and infrastructure) and drives the organisation to deliver, with impact, an ambitious transformation.  Data & Digital Innovation (DDI) Directorate is to harness the power of innovation and data science to transform, expand and release the potential of our data and information assets in order to lead a data driven approach to improving public health outcomes nationally and locally.  Place & Wellbeing (P&W) Directorate is to provide world class evidence, data and public health expertise to drive improvements in the health of the Scottish population. This includes areas such as the economy and poverty, mental wellbeing, and healthy and sustainable places. |
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| **6. KEY RESULT AREAS**   1. To develop, manage and provide high quality specialist Emergency Preparedness, Resilience and Response (EPRR) expertise across PHS and with partners, for example Environment Health Officers. 2. Work closely with other members of the EPRR Team to deliver PHS EPRR strategy within the available budget and resources, ensuring that the implementation of lessons is consistent with these. 3. To manage the development and maintenance of PHS Incident and Emergency Response plans and ensure that there is a consistent and co-ordinated system of response. 4. Actively contribute to the development and sustainment of EPRR policies and strategies, contingency guidance and plans, through liaison with Category 1 and Category 2 responders and other stakeholders. 5. To ensure and manage robust response facilities and resilient communications for the PHS’s response to incidents and emergencies. 6. To lead, co-ordinate and design as necessary the training and exercising of PHS staff in EPRR and to ensure that plans and response systems are trained, tested and exercised by contributing to the design and delivery of such training and exercises. 7. To manage the Lessons Identified process and to co-ordinate the design and development of debriefs and to disseminate lessons identified and recommendations for future best practice to ensure these are embedded. 8. To ensure that EPRR activities in their area of responsibility are assured against appropriate standards. 9. To support and assist with 4 nations and international EPRR work programmes. 10. Develop plans, recommend policy, design and deliver training (as needed) to facilitate the acquisition of skills needed to deliver emergency preparedness to the agreed service levels in ways that are robust, realistic and cost effective. 11. Provide expert advice and direction, based on an analysis of complex organisational interdependencies and utilising specialist knowledge of emergency preparedness, to implement the strategy, whilst aligning with corporate goals. 12. Work closely with Emergency Planners, Risk Managers from partner organisations and staff across PHS to support the delivery of emergency preparedness plans and processes, with a particular focus on the implementation of lessons and best practice. 13. Ensure, in conjunction with relevant staff, that there are effective processes in place for identification of emergency preparedness risks and the assessment of their impacts, and appropriate measures are put in place to eliminate them or mitigate their effect. 14. Ensure the assessment of risks to emergency preparedness are assessed in ways that identify strengths and weaknesses in actual service delivery and promote open and honest reporting. 15. Build an emergency preparedness aware culture within the organisation including the identification of training needs, the provision of specialist training and the communication of principles underpinning the PHS EPRR Strategy. 16. Maintain liaison with appropriate colleagues in the Scottish Government, other NHS Boards and stakeholder organisations to ensure effective, co-ordinated planning and response to emergency incidents. 17. Represent PHS at national and regional meetings pertaining to areas of responsibility on a regular basis. 18. Effective work management of staff and functions to ensure flexibility and capacity to meet the needs of PHS EPRR, professional development and staff wellbeing. 19. Responsible for organising and controlling own workload ensuring deadlines are observed and duties performed efficiently. 20. Provide cover as directed by line manager for other members of the team in their absence and assist with their workloads as necessary. |

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| **7&8. ASSIGNMENT AND REVIEW OF WORK & DECISIONS & JUDGEMENT**  The post holder will be accountable to the Emergency Planning Officer and undertake a leadership and specialist advisory role within PHS. |
| Objectives will be set within the PHS Development and Review process TURAS and the post-holder will be formally appraised twice a year by the Emergency Planning Officer.  The post holder will, however, be expected to use their initiative and work without continuous detailed supervision and they will have freedom to organise and prioritise own work as appropriate within any targets and deadlines set by the Emergency Planning Officer. |

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| **9. MOST CHALLENGING PART OF THE JOB** |
| * Lead and facilitate cultural change in an organisation faced with multiple demands when immediate benefits may not be apparent and resources are constrained. It is challenging to sustain momentum and enthusiasm needed to promote this. * The role has to consider the needs and capabilities of staff while ensuring delivery of the organisations strategic objectives and legal requirements. This involves understanding individual perspectives and developing solutions co-operatively and imaginatively. * Communicate effectively with corporate decision-makers, including provision of information of a complex or unfamiliar nature and recommendations which may compete with other service priorities. * Delivery of lessons learned programme, ensuring that identified best practice and recommendations are progressed, actioned and delivered. * Maintain active participation of senior staff not managed by the post holder, including allocation of resources to resilience improvement work. |

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| **10. COMMUNICATIONS AND WORKING RELATIONSHIPS** |
| The post-holder will work with the Emergency Planning Officer and EPRR staff to deliver an agreed Emergency Preparedness Strategy.  The post-holder requires excellent communication and negotiation skills as regular contact and discussions are required at all levels across PHS, and additionally with key partners (e.g. other Health Boards, 4 Nations EPRR teams, emergency services and Scottish Government).  The role will involve supporting and communicating with senior Healthcare professionals, managers and other colleagues, within PHS and beyond. The post-holder must be able to communicate the relevance and value of emergency preparedness work to different staff groups who will often be facing competing demands. Complex challenges may arise and solutions will require creativity within the conflicting parameters of the specification, budget and schedule as set by the Emergency Planning Manager/ Service Manager .  Various methods of communication will be used to convey information to a wide range of people. Face-to-face verbal communication, informal and formal meetings, email, telephone, intranet, PC based communication methods (Office 365) etc. The role also involves communication of specialised and complex processes and concepts to various people who are not familiar with these and to a range of audiences both internal and external.  Due to the nature of the role, the post-holder will have sight of information of a sensitive nature; this must be discretely handled and communicated only to people who have the need to know.  The role is consultative in nature, providing specialist resilience guidance, information and analysis to a wide audience. The post-holder has to establish effective working relationships to permit all staff to communicate openly any concerns about projects that they manage or risks that they face. These relationships have to be sustained by providing positive encouragement with an open attitude allied with effective guidance and expertise.  The role interacts externally with other senior Healthcare professionals at regional and national level. |
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| **11. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST**  **QUALIFICATIONS & TRAINING**   * Educated to Degree level or equivalent, * with demonstrable practical experience in emergency preparedness, resilience and response (i.e. equivalent to a post-graduate qualification in Emergency Planning or related discipline.)   **KNOWLEDGE & SKILLS**   * Experience in management role, including supervising staff and managing projects. * Knowledge of emergency preparedness, resilience and response concepts and practice within healthcare settings and experience in resilience work * Practical experience within relevant settings in emergency preparedness work. * Highly developed communication skills, both verbal and written. * Ability to rapidly distil information, capture and summarise relevant and key essentials. * Ability to prioritise own and team requirements to meet deadlines. * Analytical, planning and organisational skills. * Computer literacy, knowledge of commonly used word processing and database packages (e.g. Office 365).   **OTHER ATTRIBUTES**   * Ability to work independently under direction but also to function within a team setting. * Experience in researching and investigating techniques associated with capturing organisational learning and applying these to improving planning. * Excellent communication and presentation skills. * Good planning, organisational and interpersonal skills. * High level of competence in problem solving and prioritising workload. |
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| **12. ENVIRONMENTAL / WORKING CONDITIONS & MACHINERY AND EQUIPMENT** | | |
| * Home working and Open-plan office setting, following appropriate security procedures. * Requirement to use Visual Display Unit equipment for long periods. * Requirement to use printers, photocopiers and scanners. | | |
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| **13. SYSTEMS** |
| * Use of standard Microsoft packages, e.g. Word, Excel, Teams, 365. * Use of Intranet and internet. * Promote a modernised approach using technology which aids the Emergency Preparedness, Major Incidents, Resilience and Response for PHS, * Ensure staff work, store and transmit data in accordance with General Data Protection Regulations, freedom of information and confidentiality principles. |

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| **14. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | | | | |
| * The position is desk based, in a mix of an open plan environment and home working with the requirement to sit at, read from or input into a PC for the majority of the day. * The post holder may be required to travel within Scotland, but may occasionally be required to travel elsewhere in the UK. A valid driving licence is desirable. * On occasion, the postholder may be required to work weekends/ out of hours. * Frequent requirement for intense concentration as well as the ability to change activity on request. * Expected to meet demands at short notice during outbreak and crisis situations whilst also providing leadership to others.   **Emotional Effort**  The post requires an ability to cope with the demands associated with rapidly changing priorities, expectations of an immediate response and dealing with issues which can attain high public and political profiles.  Involvement in potentially sensitive incidents/outbreak situations e.g. where there may be fatalities and/or significant media interest.  Required to handle and resolve conflict and challenging behaviour during meetings or discussions, especially where these are related to service development or strategic matters. | | | | |
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| **15. JOB DESCRIPTION AGREEMENT** | | | | |
| A separate job description will need to be signed off by each postholder to whom the job description applies. | | | | |
| Postholder Signature: |  | Date: |  |  |
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| Postholder Print: |  |  |  |  |
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| Manager Signature: |  | Date: |  |  |
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