# NHS Fife – Emergency Planning Officer Job Description

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| 1. **Job Identification**
 | Job Title | **Emergency Planning Officer** |
|  | Department | Public Health Department |
|  | Number of Job Holders | One |
|  | Banding (AfC) | 7 |
| 1. **JOB PURPOSE**

This role exists to provide expertise, build resilience and help the NHS Fife to meet the obligations of the Civil Contingencies Act 2004 (CCA), other legislation and relevant Scottish Government Guidance such as “Preparing Scotland” by ensuring the effective implementation of integrated emergency and contingency planning across all levels of the organisation.The post holder will be directly responsible to the Head of Resilience in their role as Emergency Planning Officer for the organisation.The purpose of the post is to ensure that through adequate arrangements for assessment, prevention, preparedness, response and recovery that the essential health needs of the Fife population are met when normal services become overloaded, restricted or non-operational for whatever reason including the following:* Major incidents within the community that will or have the potential to impact on human health
* Large outbreaks of communicable disease
* Interruption or failure of a critical service and/or an infrastructure support function
* Adverse weather that may cause disruption to service provision
* Deliberate acts (of terrorism)
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| 1. **Scope and Range**

The post holder operates on an NHS Fife wide basis and is recognised as the lead professional authority for Resilience planning within the organisation including Public Health resilience. In addition the post holder will seek advice from colleagues in all areas of the organisation where this is appropriate.The post has a direct impact on:* Adequacy of NHS Fife’s emergency planning arrangements and how they interface with the NHS Fife Business Continuity plans
* Ensuring that emergency plans are integrated not only internally but also with the Fife Health and Social Care Partnership and other multi-agency partners
* The interface between emergency and business continuity plans
* Provision of staff training/exercises/workshops in Resilience matters
* Achievement of the Scottish Health Resilience Organisational Standards
* Integrated Emergency Management in Fife and as well as attending Fife Local Resilience Partnership (FifeLRP) will also be a member of various multi-agency working and liaison groups including the Risk Capability Group, Training and Exercising Group.
* Participating in multi-agency major event planning groups e.g. The Open Championship

**Local Resilience Partnership** (Most are Category 1 responders under the CCA)Includes the following agencies:* Police Scotland
* Maritime and Coastguard Agency (MCA)
* Scottish Fire and Rescue Service
* Military Liaison Officers
* Utility Companies
* Local Authority
* Scottish Ambulance Service
* Scottish Environmental Protection Agency (SEPA)
* Transport Agencies
* Voluntary Sector
* H & SCP
* Scottish Water
* Scottish Government
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| 1. **Main Duties/Responsibilities**
* Establish and maintain links to external organisations and agencies to ensure that NHS Fife liaises with and is appropriately represented on local and national planning and decision making committees e.g. FifeLRP, National Health Emergency Planning Officers Group, NHS24, Scottish Ambulance Service and Health Protection Scotland (HPS).
* Be an active member of the NHS Fife Resilience forum and the Fife Health and Social Care Partnership Resilience Forum
* Attend on a regular basis the Scottish Government Health Resilience Unit, Resilience Forum
* Provide an annual statement of assurance to the NHS Fife Resilience Forum (Chaired by the DPH) and Clinical Governance (Chaired by the DPH) as to the effectiveness of NHS Fife’s resilience arrangements at strategic, tactical and operational levels
* Represent NHS Fife during liaison and operational planning with other NHS Boards, local authorities and other agencies at a local and national level
* Devise and deliver a comprehensive training and development programme covering resilience planning to ensure all relevant staff has adequate competences to carry out their role in an emergency situation
* To carry out other duties which may be defined by the DPH within annual objectives or on a day-to-day basis in pursuit of service objectives
* Support the DPH as Executive Lead for Resilience
* To carry out other duties which may be defined by the DPH within annual objectives or on a day-to-day basis in pursuit of service objectives.
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| 1. **SYSTEMS AND EQUIPMENT**

**Equipment:*** PC/Laptop and routine Office applications
* Internet search engines and web based e-mail and diary facilities
* Presentation aids and associated equipment used to design and present information
* Personal Protective Equipment
* Mobile phone
* Printer
* Projector
* SmartBoard
* Own car or access to one
* Teleconferencing and video conferencing facilities within and out with NHS Fife

**Systems:*** NHS Fife’s Resilience plans
* Datix (To assess risks and adverse incidents)
* NHS Mail and Diaries
* Resilience Direct
* Internet and intranet

Other resources* Secretarial support
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| 1. **DECISIONS AND JUDGEMENTS**

This post holder will have a senior & relatively autonomous role. The post holder is afforded maximum discretion as a specialist and manager and decisions are based on experience and professional judgement. These judgements are based on the analysis, interpretation and comparison of a wide range of highly complex, sensitive, restricted or contentious facts/information/situations. The interpretation and assessment of this information may lead to a wide variety of potential actions being advised for action across NHS Fife.Apart from monthly updates and regular team meetings, the post holder will have contact with the Head of Department, DPH & CPHM, clinical staff and managers as required.Guidance will be available including:* *Preparing for Emergencies: Guidance for Health Boards in Scotland*
* *Preparing for Emergencies: Guidance for Health Boards in Scotland – Annex: Equalities, Human Rights and Resilience Planning*
* *Mass Casualties Guidance*
* *Mass Prophylaxis Guidance*
* *NHS Scotland Standards for Organisational Resilience*
* *Hospital Lockdown Guidance*
* *Decontamination Guidance*
* *Playing our Part – Prevent Guidance for Health Boards – January 2015*
* *Business Continuity Planning Guidance*
* *Fuel – Business Continuity Management Guidance NHSScotland*
* *Preparing Scotland suite of documents*
* *The Purple Guide – Event Safety*

Technical support will be available from specialists in various departments including Public Health and Risk Management.The decisions and judgements mainly relate to the position as NHS Fife's lead specialist manager / advisor on the construction, design and operation of NHS Fife's system of emergency and contingency planning. Typical decisions include: -* Reviewing NHS Fife's threat profile and prioritising development or testing of particular aspects of NHS Fife's emergency and contingency plans.
* Assisting Managers to reconcile conflicting views and reprioritise emergency planning in their local agenda.
* To provide advice that decides whether to continue providing a particular service or treatment or whether additional controls are required in the interests of patient, public or staff safety.
* Evaluating adequacy of resilience in organisational supply chains.

Many decisions or judgements carry the potential for personal or organisational legal sanction and therefore must be of the highest calibre in context, based on national or international good practice, law and evidence. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**

The post holder must communicate and relate to staff in proactive terms, including being responsible for : -* Liaising with other risk specialists (e.g. radiation, communicable diseases, etc);
* Maintaining close links with key contacts in the Public Health & Health Policy Directorate, including the DPH, Head of the Health Protection Team & CPHM (Resilience);
* Working with Directors and General Managers - on committees and groups and through direct personal contact or as a project manager for sponsored projects;
* Maintaining an open line and regularly contacting National Health Emergency Planning Officer, HEPO’s in other Board areas and contacts within the East of Scotland Resilience Partnership and other planning partners.
* Regularly liaising with NHS Fife managers and clinical heads of service;
* Advising, supporting and being a point of contact for all staff in NHS Fife clinical and non-clinical services;
* Supporting Risk Management Training and Development staff in HR and Facilities;

The post holder must be sensitive to the public, patients and staff and will on occasion be involved in reactive, difficult and sensitive issues, mainly in relation to concerns or events involving staff health and staff/public safety. This could include: -* Releasing media stories, press releases and giving interviews to the local or national press on emergency planning related matters; in consultation with the NHS Fife Communications Team
* Regularly writing articles for newsletters, the staff newspaper and other sources of contact with staff;
* Dealing with members of staff in relation to allegations of sub-standard or unsatisfactory emergency or contingency arrangements; and

The post holder is expected to regularly deliver seminars, presentations and table top and similar exercises to staff through a multitude of groups. Examples include -* staff from all NHS Fife departments in raising the profile of emergency planning in particular;
* specialist training slots
* Managerial / Supervisor Courses
* Multi-agency seminars
* Departmental training

To achieve the above, the post holder will: -* Have proven communication, negotiation, motivation and empathising skills and ability;
* Be supportive and instil confidence and ownership in others; and
* Deal effectively with complexity and deliver information at the right level
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| 1. **PHYSICAL DEMANDS OF THE JOB**

The post holder will be required to balance office-based work with front-line service work. Much of the physical effort will relate to spending a significant amount of time visiting departments on the main sites and travelling between and around smaller sites.Potential high intensity effort may be required during or immediately following serious incidents or emergencies, at very short notice or due to imposition of short deadline work demands. This will necessitate willingness to work outside normal working hours and work under pressure in crisis situations.There is a high mental effort associated with this position. There could be a degree of adversity associated with the role and sound negotiation skills are required to balance this.There is a significant level of legal or complex detail to be encountered for prolonged periods in meetings, investigations and document reviews.Whilst the post holder has discretion to plan workload, this will often be subject to change at short notice to match the demands of the organisation and front line services. Ability to prioritise and prevent backlogs is critical. |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Supporting managers at all levels to prioritise resilience planning work as required by the Civil Contingencies Act 2004 against current pressing demands
* Bringing together disparate views and making a system that works
* Working with the HSCP to develop Resilience Planning
* Balancing competing demands within a highly complex organisation
* Striking a balance between ensuring things are done by others and actually doing them yourself
* Maintaining effective inter-agency links
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

The post holder is required to: -* Be educated to degree level or have equivalent experience.
* Have a minimum of three years experience in emergency planning, contingency management or other relevant risk management discipline; preferably within the NHS.
* Be a corporate or chartered member of a relevant professional institute (desirable).
* Have experience of multi-agency/partnership working, preferably in a public sector environment.
* Have project management experience, with demonstrable expertise in analysing problems and identifying solutions.
* Be able to carry out complex and demanding risk assessments and to impart these skills and abilities to others;
* Have experience of planning and organising exercises.
* Have experience of post incident structured de-briefing.
* Have excellent all round communication and report writing skills.
* Have an ability to operate under pressure.
* Be dynamic with proven leadership skills.
* Chair and effectively administering corporate-level or specialist-level committees, groups and networks.
* Demonstrate a comprehensive awareness of the Civil Contingencies Act 2004 and related legislation and Guidance and of the duties placed on local responding agencies.
* Hold a valid driving licence and be able and willing to travel to different work locations across the NHS Fife area.
* Have advanced computer literacy;
* Be an enthusiastic ambassador for the organisation, its stakeholders and partners with a personal and professional demeanour, credibility and presence in groups.
* Have drive, tenacity, and ability to focus on key issues and sound judgement under complex conditions.
* Demonstrate tact and diplomacy and sound negotiating skills in all interpersonal relationships with the public and work colleagues.
* Demonstrate commitment to continual professional development and assessment.
* Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23
* Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice.
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| 1. **JOB DESCRIPTION AGREEMENT**
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| **A separate job description will need to be signed off by each jobholder to whom the job description applies.****Job holders signature****Head of Department Signature** | **Date****Date** |

**Feb-2018**