

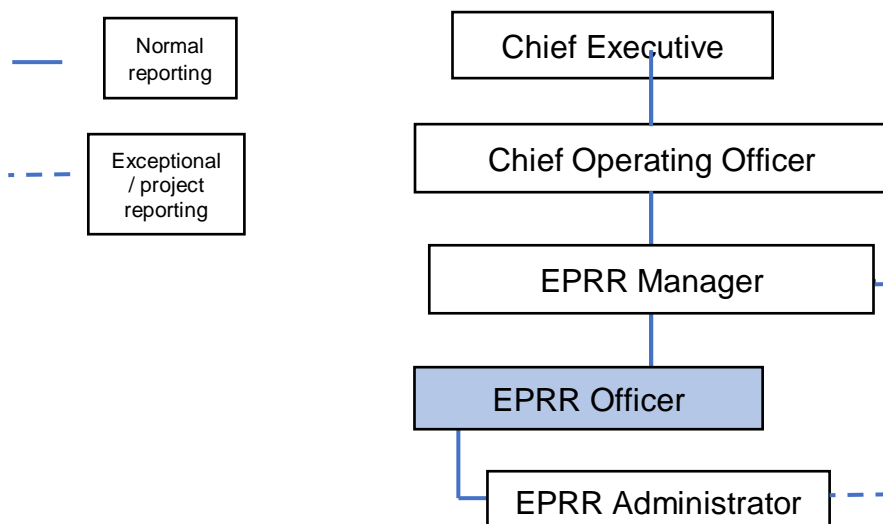
## Job Description January 2024

<b>Job Title</b>	Emergency Planning & Resilience Officer (EPRO)
<b>Post ref no.</b>	JM941
<b>Band</b>	7
<b>Service area</b>	Chief Operating Officer's Department
<b>Location/Base</b>	Trust Headquarters and home working
<b>Accountable to</b>	EPRR Manager

### 1.0 Job Purpose:

The role is to assist the Emergency Preparedness, Resilience & Response (EPRR) Manager in the delivery of the NHS EPRR agenda to ensure that the Trust can continue to provide services to its patient and meet its obligations to other stakeholder organisations.

### 2.0 Organisational Chart



### 3.0 Main duties:

- Delivery of the EPRR work plan, as directed by the EPRR Manager
- Act as a source of advice and assurance to the managers regarding EPRR arrangements
- Be required to communicate with all levels of staff across the organisation including Executive and Non-Executive Directors and staff in all services
- Be required to gain co-operation of all levels of staff and where necessary present information at varying levels of understanding
- Receive information about threats and incidents that may be highly sensitive, unsettling and with restricted circulation
- Develop and maintain strong productive working relationships with multi agency partners and EPRR Leads across the system
- Participate in health economy EPRR forums as agreed with the EPRR Manager
- Act as a point of contact and a subject matter expert on EPRR within the Trust

- Disseminate information relating to EPRR, including national guidance, and sharing of lessons learnt from internal or external incidents
- Deputise for the EPRR Manager in all relevant EPRR activities within the Trust and at regional level
- Liaison with clinical staff to ensure that service business continuity arrangements accurately assess the impact of disruption for their patients or service users
- Understand how emergencies can impact on patients and advise clinical staff of potential mitigations
- Develop plans and policies as directed by the EPRR Manager
- Provide updates to the BDCFT Resilience Group
- Carry out debriefs and analysis with staff, where required
- Provide training to staff regarding aspects of EPRR and business continuity
- Analyse training feedback and identify improvements for future training delivery
- Develop business continuity processes working with service managers
- Implement agreed EPRR policies and plans across the organisation
- Evaluation of Business Continuity Plans
- Organise the evaluation commentary, approval and ratification of plans through appropriate governance processes
- Have responsibility for managing data and reports generated by the EPRR function
- Work on the Trust's resilience direct pages on the government's resilience direct website – including creation, archiving and removal of content
- Compile submissions to NHS England, Commissioners and regulators
- Carries out root cause reviews and debriefs following incidents and exercises
- Carry out research online and using published journals and books to develop plans and policies
- Development and maintenance of EPRR pages on Trust Intranet site
- They will always work within the Trust behaviour framework and make decisions and act in line with Trust values

#### **4.0 Working as part of a Team**

- Able to actively listen, give feedback, respect diversity and develop staff
- Will involve team members in planning and delivering EPRR work items
- Will motivate others with enthusiasm and a positive attitude
- Able to work as part of a team, and to work flexibly to provide support to others
- Able to work autonomously
- Can deal with rapidly changing and ambiguous environments

#### **5.0 Managing Self**

- Deputise for the EPRR Manager at meetings
- In the absence of the EPRR Manager, lead the EPRR function for the Trust
- Represent the organisation at external meetings and workshops as required
- Be accountable for own projects with EPRR Manager oversight
- Maintain the EPRR annual work plan
- Manage routine liaison with departments and services to consolidate EPRR matters

- Contribute to meetings, establishing systems to manage actions and prioritise wellbeing as routine
- Participate in regular supervision
- Attend all mandatory training and any additional training required for the role
- Participate in annual appraisal; identifying and agreeing your own development plan with your manager using the Trust Appraisal process
- Ensure compliance with all Trust policies, procedures and protocols
- Carry out duties with due regard to the Trust's Equal Opportunity Policy
- Seek advice and support from your line manager whenever necessary

## **6.0 Staff Supervision and Support**

- Will have day to day management responsibility of the EPRR administrator
- Will have responsibility for supervision, on the job training and development of the EPRR administrator
- Will provide EPRR training and supervision to operational staff:
  - Training in business continuity
  - Training in how to respond to an incident
  - Update training for Decision Loggist

## **7.0 Financial Responsibility**

- Lead the maintenance of the Trust Incident Coordination rooms
- Facilitate equipment testing in these rooms with Informatics staff
- Assist the EPRR Manager in identifying any additional equipment or assets needed to meet the Trust's EPRR or business continuity obligations

## **8.0 Safeguarding**

All staff members have a duty to report any concerns they have about the safety or wellbeing of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

## **9.0 Core Values**

Below is the Trust's Vision, Aims and Corporate Priorities. The Corporate Priorities are what the Board has identified as specific priorities. The Trust's vision statement is:

Everything we do over the next five years will contribute to one or more of these four goals to achieve our vision of connecting people to the best quality care, when and where they need it, and be the best place to work.

### **Our Purpose**

To create connected communities and help people to feel as healthy as they can be at every point in their lives

### **Our Vision**

To connect people to the best quality care, when and where they need it and be a national role model as an employer

### **Our Values**

We Care - We act with respect and empathy, and always value difference

We Listen - We understand people's views and respond to their individual needs

We Deliver - We develop and provide excellent services and support our partners

### **Our Goals**

#### **Our services**

- To provide seamless access to the best care
- To provide excellent quality services

#### **Our community**

- To provide our staff with the best places to work
- To support people to live to their fullest potential, to be as healthy as possible

## **10.0 Core Statements:**

### **10.1 Infection Control - All clinical and non-clinical staff groups**

Responsible for, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies that you are aware of your individual responsibilities in regard to infection prevention and control this requires you to:

- Maintain safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance with your manager.
- Attend infection prevention and control mandatory training as dictated by your manager.
- Be appraised in relation to infection prevention and control.

### **10.2 Risk Management**

All staff need a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

### **10.3 Health and Safety**

All employees have a responsibility under the Health and Safety at Work Etc Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.

Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor.

The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.

### **10.4 Patient care**

Bradford District Care Trust is committed to ensuring the highest standards of care and treatment and expects that **all** staff employed within the organisation will treat service users,

their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

### **10.5 Information Management**

All members of staff are bound by the requirements of the Data Protection Act 1998 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed and personal information is managed to benefit patients, clients and members of staff.

The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

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Attributes	Essential criteria	Desirable criteria	How Identified
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> <li>A recognised Emergency Planning or Business Continuity qualification. The preferable qualification is the Diploma in Health Emergency Planning (Level 4) but a diploma in business continuity from the Business Continuity Institute (level 4) will also be acceptable.</li> <li>A level of experience in Emergency Planning and Business Continuity or areas that are relevant for business continuity management acquired through training and experience to Masters' level equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>A teaching qualification – Level 3 (PETTL)</li> </ul>	Application Form Interview Certificates
EXPERIENCE	<ul style="list-style-type: none"> <li>Extensive experience of working in an NHS EPRR function or an Emergency Planning or Business Continuity function in a similar, or complex organisations</li> <li>Extensive knowledge of business continuity and emergency planning techniques, standards and application</li> <li>Expert knowledge of all NHS England EPRR standards and the ability to progress work / training</li> </ul>	<ul style="list-style-type: none"> <li>Completion of NHS Principles of Health Command training</li> <li>Qualified Decision Loggist</li> </ul>	Application Form Interview

Attributes	Essential criteria	Desirable criteria	How Identified
	<p>and procedures in all areas (see appendix 1 for the full range of experience and skills required)</p> <ul style="list-style-type: none"> <li>• Experience of leading and emergency response including acting as Incident manager and advising the organisation's senior staff / directors in an emergency</li> <li>• Detailed understanding of the NHS, its structures and how it is governed</li> <li>• Experience of risk management and service continuity</li> </ul>		
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> <li>• Knowledge / experience of the Civil Contingencies Act 2004</li> <li>• Highly specialised knowledge of relevant legislation and current guidance related to EPRR gained through on the job experience</li> <li>• Up to date knowledge of major incident and business continuity planning</li> <li>• Knowledge and experience of NHS procedures and structures</li> <li>• Manage confidential/sensitive information</li> <li>• Work autonomously and proactively</li> <li>• Highly developed interpersonal/communication skills</li> <li>• Highly developed organisational skills</li> <li>• Prioritise work effectively and deal with non-routine tasks under pressure</li> <li>• Able to use appropriate technology and tools – Microsoft packages, web-based systems such as resilience direct</li> </ul>		<p>Application form</p> <p>Interview</p> <p>Certificates</p>

Attributes	Essential criteria	Desirable criteria	How Identified
ATTITUDE / APPROACH	<ul style="list-style-type: none"> <li>To lead by example</li> <li>Approachable</li> <li>Organisationally focused</li> <li>Positive and amenable</li> <li>Motivational to others</li> <li>Flexibility to work outside core hours dependent on organisational requirements.</li> </ul>		Application form Interview
PHYSICAL	<ul style="list-style-type: none"> <li>Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary)</li> <li>Able to attend all Trust locations</li> <li>Able to travel to and be part of networks/ other organisations and stakeholders connected to all areas of Trust activity.</li> </ul>		Occupational Health Screening
GENERAL	BDCFT requires all its staff and prospective employees to carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.		Application Form Interview

## Appendix 1

### Full range of relevant competencies from 2022-23 NHS EPRR standards

- Ability to develop and maintain an annual work programme based on current good practice, risk assessment and outputs of any audits.
- Ability to debrief and capture learning from incidents.
- Ability to identify risks to the population served by the Trust and synthesise risk from several different sources.
- Ability to work collaboratively with stakeholders inside and external to the Trust to develop plans and ways of working.
- Ability to carry out training needs assessments for EPRR and develop these into a training plan.
- The candidate will have an up to date and deep understanding of health and safety regulations as far as these apply to the safe conduct of testing and exercising EPRR arrangements.
- Ability to maintain training records that reflect current data protection requirements and enable senior staff to be advised of training requirements not yet met.
- The ability to create an incident coordination centre in line with current NHS and Cabinet Office good practice.
- Extensive knowledge of business continuity principles and requirements.
- Extensive knowledge of record keeping requirements in an incident and the ability to direct and instruct Loggists regarding their role.
- Excellent communication skills to communicate, alert, inform and warn all relevant persons including stakeholders, patients and staff regarding any EPRR incident, risk or threat.
- Ability to participate in citywide, regional, and national EPRR forums.