

Additional duties for: Resilience and Emergencies Officer (PO2) to receive honorarium to PO4

- Key point of contact for the corporate support function, policy areas and projects delivered on behalf of the Chief Executive and other senior officers.
- Day to day operational management of the Resilience and Emergencies Team (RET)
- Support the Strategy and Improvement management team with maximising the use of technology to facilitate efficiencies and improve performance.
- Develop and manage staff within the service, (both direct line management and matrix management) including agreeing responsibilities and objectives, ascertaining training and development needs, work planning, monitoring performance, assessment and appraisal.
- Support the management and control of delegated budgets, resources and assets effectively and efficiently and in line with the council's financial and contract procedures rules.
- Deputise for the Head of Corporate Support where appropriate and in line with grade.
- Significant operational management of the resilience and emergencies resources, cross-council and cross-partnership working; as such, success depends on building and maintaining strong, positive relationships with a range of both internal and external stakeholders.
- To assist the Head of Corporate Support in the implementation of the emergency planning policy objectives, including:
 - ensuring the hazards potentially affecting Leeds are fully assessed and plans are in place to address those risks which are significant;
 - ensuring effective liaison and co-operation arrangements are in place with the West Yorkshire Resilience Forum and partner agencies;
 - ensuring that Council arrangements are in place to mobilise and manage the response to any emergency impacting the city and its communities;
 - ensuring training is provided for staff and regular exercises take place to validate the plans;
 - improving preparedness and community resilience in the city; and
 - ensuring compliance with statutory obligations and striving for best practice.
- Chair, plan and positively contribute to meetings with management or other stakeholders.
- Able to make strategic assessments of risk and vulnerability

- Able to support the negotiation of service commitments, ensuring these are manageable and that resources are being used for the greatest benefit
- Able to work across a range of simultaneous initiatives and as part of a larger team adapting to changing needs and priorities.

Essential knowledge requirements:

- Awareness and understanding of the WY Resilience Forum
- Good understanding of the roles and responsibilities of key partner agencies.
- Awareness of Leeds City Council and its range of departments and services.