

**WRITTEN QUESTION TO THE PRESIDENT OF THE POLICY AND RESOURCES COMMITTEE BY  
THE DEPUTY OF ST. JOHN**

**ANSWER TO BE TABLED ON TUESDAY 25th OCTOBER 2005**

**Question**

“Would the President, in his capacity as Vice-Chairman of the Emergencies Council, advise members at what grade the Emergency Planning Officer is employed, give full details of the job description and to whom this officer reports?”

**Answer**

The Emergency Planning Officer is employed at Grade 12 on the Civil Service scale and a copy of the job description is attached. The postholder reports to the Bailiff in his capacity as Chairman of the Emergencies Council.

## JOB DESCRIPTION.

DEPARTMENT: EMERGENCY PLANNING.  
JOB TITLE: EMERGENCY PLANNING OFFICER.  
REPORTS TO: BAILIFF - EMERGENCIES COUNCIL.  
GRADE: TO BE EVALUATED.  
POSTHOLDER: MR. I.G.L.DULAKE.

### 1. PURPOSE OF THE JOB.

To prepare, advise and co-ordinate contingency plans for Island Emergencies in peace time and in war and to manage, control, train and equip the Jersey Warning and Monitoring Organisation and to give professional advice to the Emergencies Council, States Committees, Utility Companies and the community on radiological effects. To maintain the Island's Radiation Monitoring System and record and analyse the results.

### 2. DIMENSIONS OF THE JOB.

Budgetary responsibility: 120k

Staff responsibility: .75 FT, 38 volunteers.

Statistics. Insurance £3.2m.

### 3. KNOWLEDGE AND EXPERIENCE.

The postholder should be a graduate of an Armed Forces or Emergency Services Staff College and should, ideally, have completed the Management of Disaster and Civil Emergencies Course at the Police College, Bramshill. There should also be a thorough knowledge of the implications of emergency planning in a modern society and in particular, an excellent awareness of nuclear physics and the physiological and environmental implications of radiological incidents - for war and peace time risks. This knowledge will probably have been gained by work in a similar role or through the Armed Services or Emergency Services and through appropriate specialist courses.

In addition, the postholder should have excellent verbal and written communication skills and be able to present views and ideas clearly and persuasively at the most senior level; he needs tact and diplomacy in order to achieve the co-ordination of plans at an Insular level. He should also be able to manage, develop, train and organise staff and have an understanding of budgetary matters.

#### 4. PRINCIPAL ACCOUNTABILITIES.

##### 1. MANAGING STAFF.

- 1.1. Ensure that quality and quantity of manpower is available to meet establishment requirements.
- 1.2. Ensure that all staff are instructed in their duties and responsibilities and that training needs are identified and fulfilled.

##### 2. MAIN FUNCTIONS.

- 2.1. Identify and recommend to the Emergencies Council, as required, proposals for the re-organisation and/or rationalisation of the emergency planning arrangements for the Island.
- 2.2. To prepare overall plans for dealing with a major emergency affecting the Island in peace time or war and to reflect changes in statutory requirements or policy; to mitigate the effects of Major Emergencies on the Public. Contingency plans cover the full spectrum of hazards and require related training, exercising and regular review and re-issue.
- 2.3. To liaise with the Emergency Services, States Departments, Parishes and Utilities Companies in the preparation and co-ordination of their emergency plans and to audit their effectiveness for the Council in meeting the strategic objectives.
- 2.4. To co-ordinate all Voluntary Organisations to enable them to act in support of the Emergency Services.
- 2.5. To attend public meetings as determined by the Emergencies Council in the context of Emergency Plans and to present the Insular Authorities point of view and deal with points raised by the public at those meetings.
- 2.6. To train and equip all Parish Liaison Officers and members of the Jersey Warning and Monitoring Organisation for dealing with any radiological or non radiological disaster.
- 2.7. To prepare reports for the Emergencies Council in monitoring the functions of the Insular Authorities and the Island's preparedness for disaster.
- 2.8. To liaise with the French Authorities, NATO, the Home Office, the Ministry of Defence, the Department of Trade and Industry, the National Radiological Protection Board and Guernsey on matters relating to nuclear radiation, oil and chemical contamination.
- 2.9. To provide information to the press or appear on television or radio following clearance by the Bailiff, or his nominated deputy.
- 2.10. To ensure effective budgetary control in respect of expenditure relating to the department.



- 2.11. To plan and control an annual Combined Services Emergency Exercise and any other exercises that may be required.
- 2.12. To maintain the Island's Radiation Monitoring System and record and analyse the results.

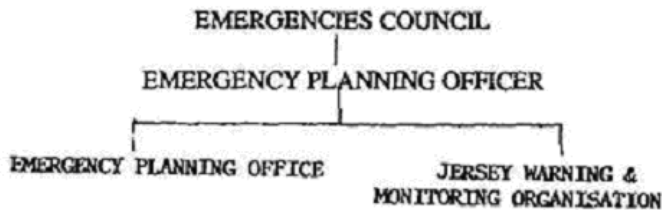
3. EXECUTIVE.

- 3.1. Attend meetings of the Emergencies Council, NATO, the Home Office, Prefecture de la Manche and States Committees to participate in the formulation of overall policy recommendations for Emergency Planning on an Insular and International level.
- 3.2. To lead Chief Officers and other senior officials, of all States Departments, Parishes and Utility Companies on matters regarding Emergency Planning. In his relationship with relevant Chief Officers he must be able to exercise diplomacy and tact to achieve co-ordinated responses on an Insular level.
- 3.3. To keep the Emergencies Council, States Committees and the Emergency Services abreast of current developments within Emergency Planning and advise them accordingly.

4. REPRESENTATION.

- 4.1. To represent the Emergencies Council, or the Insular Authorities on Emergency Planning matters, as requested by them and as required in regular meetings with NATO, the Home Office, Prefecture de la Manche, COGEMA, EDF and the States of Guernsey.

5. ORGANISATION.



6. SCOPE FOR IMPACT.

The postholder is the policy advisor for the Insular Authorities, outside organisations and the general public.

This post is essential to the provision of contingency plans for the Island in the event of a major emergency to ensure the Community's wellbeing. The postholder is responsible for the maintenance of these plans and overseeing their implementation in the event of an incident or major emergency.

Under the Emergency Powers and Planning (Jersey) Law, 1990, the Emergency Planning Officer acts as an adviser to the Chairman in any crisis which requires activation of the Emergencies Council. He will therefore need direct access to the Emergencies Council and will be required to gain their trust and confidence immediately. Where there are emergencies involving other Committees e.g. Agriculture and Fisheries, the Emergency Planning Officer must be able to demonstrate his ability to gain the trust and confidence of that Committee also.

As the Island's representative in meetings with NATO, UK and French government agencies the Emergency Planning Officer needs to demonstrate the appropriate levels of professionalism and ability. The postholder is also Chairman of the Major Incident Co-ordination Group - consisting of Chief Officers of the Emergency Services.

7. **WORKING RELATIONSHIPS**

The postholder has regular and frequent contact with:

- The Emergencies Council - see attached.
- The Bailiff.
- The Lieutenant Governor.
- Emergency Services (Police, Fire Ambulance, Health Services etc.)
- Public Utilities.
- Voluntary Organisations.
- Parish Authorities.
- Other States Departments.
- Local and National (and sometimes foreign) media.
- The Home Office.
- The Department of Trade and Industry.
- Ministry of Agriculture, Fisheries and Food.
- National Radiological Protection Board.
- NATO - The Group of Experts on Warning and Detection Systems.
- COGEMA) French nuclear/
- EDF ) electrical industry
- Guernsey.

8. **PRINCIPAL CHALLENGES IN THE JOB**

To propose and advise the Emergencies Council on Policy and Strategy to enable the Island to meet its statutory and humanitarian obligations to prepare contingency plans to mitigate the effects of Major Emergencies on the Public, such obligations include the restoration of normal life and rehabilitation.

To advise the Bailiff and the Policy and Resources Committee on the implications of International and UK Regulations or legislative proposals on radiological matters and their applicability to the Island.



To represent the Island's interests within the NATO Group of Experts on Warning and Detection Systems forum twice a year; maintain the Island's expertise in plotting and monitoring peace and war time nuclear incidents and participate in the planning and execution of the annual International Exercise - INTEX.

To prepare policy guidelines for the Chief Officers' Policy Group, and any other managers requesting help, for preparing contingency plans and procedures.

To audit the contingency plans of all States Departments, Emergency Services and Voluntary Services to ensure a co-ordinated response and to establish a system of crisis management.

To plan and implement training for the Jersey Warning and Monitoring Organisation, and any other organisation, to cover the full spectrum of hazards that may effect the Island.

To ensure an awareness of developments in radiological monitoring systems and emergency management aids so that the Island can use 'best practice'; attend appropriate specialist courses to maintain expertise.

To liaise with UK statutory bodies, the States of Guernsey, the French nuclear agencies and local government and the Insular Emergency Services to draw together all the response agencies.

To issue guidelines to the Media and the Public on immediate actions in response to an Emergency.