Person Specification

Business Continuity and Risk Officer

Part A
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential
- Knowledge and experience of Business Continuity and Resilience processes and planning.
- Knowledge and experience of responding to incidents and identifying/ mitigating risk issues.
- Able to translate Risk Management and internal control methodologies into practice that can be easily understood at all levels of the organisation.
- Able to assume a co-ordination role in incidents.
- Able to respond to emergencies working outside of office hours, including weekends and being part of an 'on-call' rota.
- Excellent communication and presentation skills, both oral and written including appropriate challenge and negotiation with senior managers.
- Able to critically evaluate information and make decisions in a considered way.
- Knowledge and experience of project management, monitoring and implementation.
- Excellent IT and analytical skills with the ability to prepare documents and record, input and manipulate data.
- Able to work to deadlines which are often tight and conflicting.
- Able to develop and organise own workload.
- Able to think "innovatively" introducing new concepts/ approaches.
- Experience of working in a complex organisation.
- Able to think both operationally and strategically.
- Able to develop good working relationships with a range of internal and external staff/ organisations to improve outcomes and share best practice.
- Knowledge and experience of efficiency and value for money.
- Knowledge of and commitment to equality and diversity

Desirable
- Knowledge and experience of Social Care, Commissioned services, Education and Schools.
- Relevant experience, qualifications and/or training.
- A valid driving licence.

Part B
The following criteria will be further explored at the interview stage:

- Experience of supporting Managers and other professionals in developing continuity/ incident arrangements.
- Confidence in supporting others and taking decisions as part of an incident response.
- Ability in the use and manipulation of data in IT applications and databases.

Additional Requirements
- Able to work outside normal working hours as required.
- Able to undertake 'on call' duties as part of a shared rota.