

Person Specification Resilience Planning and Business Continuity Officer

Part A

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

Essential

- Relevant qualification or experience in Business Continuity and/ or Emergency Planning (including the Civil Contingencies Act and the National Capability workstreams)
- Excellent communication skills, both orally and in writing
- Experience of working in a multi-agency environment and developing effective working relationships
- Experience of responding to major incidents
- Experience of debriefing
- Ability to oversee and promote the delivery of complex agendas across an organisation
- Ability to work as part of a team or autonomously
- Ability to prioritise own work load to meet demanding deadlines
- Ability to concurrently manage various workstreams
- Ability to confidently work with colleagues of all levels

Desirable

- Experience of multi-disciplinary working in a complex organisation
- Project management experience
- Experience of working / delivering on Business Continuity projects
- Experience in the development and delivery of training
- Community engagement experience
- Experience of working in a public sector environment
- Experience of developing funding bids

Part B

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

- Understanding of Community Resilience
- Communication skills
- Approach to working in a team
- Approach to partnership working
- Approach to managing own workload

- Approach to responding to major incidents
- Approach to debriefing an incident
- Business Continuity
- Understanding of the Local Authority role in the different phases of a major incident