

Person Specification Resilience Planning and 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 Resilience Planning
- Experience of the development and maintenance of emergency response plans
- Understanding of the Business Continuity lifecycle as it relates to a Local Authority
- Experience of working in a multi-agency environment and developing effective working relationships
- Experience of responding to major incidents
- 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
- Ability to use Office 365 or equivalent products

Desirable

- Experience of implementing ISO 22301 across a complex organisation
- Experience of conducting structured debriefs
- Project management experience
- 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:

- Approach to the development and maintenance of response plans
- Understanding and experience of developing and implementing Business Continuity Management
- Experience of responding to major incidents
- Ability to work across a large and complex organisation
- Approach to team and multi-agency working
- Approach to managing own workload
- Understanding of the Local Authority role in the different phases of a major incident