|  |
| --- |
| County Durham and Darlington Fire and Rescue Service **Job Description** |
| **Job title:**  | Business Continuity Officer |
| **Directorate:** | Assets and Assurance |
| **Responsible to:** | Station Manager Assurance (Health and Safety and Business Continuity) |
| **Location:**  | Service Headquarters (However you may be required to serve at any location as so directed) |
| **Purpose of the job:** To form part of the business continuity team and to assist the Station Manager Assurance in the efficient management of business continuity requirements across the Service. |
| **Context of the role:** * County Durham and Darlington Fire and Rescue Service are working to protect and improve our Communities.
* The Assurance Section forms part of the Training, Assets and Assurance directorate and is responsible for health and safety, business continuity and organisational assurance.
* The post-holder operates within a framework provided by the Service’s plans, policies and procedures and financial regulations. On a day to day basis the post holder is responsible for all aspects of business continuity within County Durham and Darlington Fire and Rescue Service.
* The Service expects the highest standard of communication and conduct from all staff. Respect for confidentiality is essential in this role.
* All personnel are expected to participate positively in the appraisal process, to undertake relevant training and development activities to improve their work performance, and to contribute to the training and development of others.
* The post-holder will be expected to promote the Service’s policy of equality and fairness, both within the service and externally, to demonstrate commitment to anti discriminatory practice in all of the Service’s activities.
* The post holder will be expected to practice and promote the health and safety policies of the Service.
* The post-holder will be required to undertake a baseline personnel security standard check prior to confirmation of appointment.
 |

|  |
| --- |
| Key responsibilities and duties |
| 1 | Act as the main point of contact for business continuity queries. |
| 2 | Maintain, manage, and develop the business continuity management system within the Service. |
| 3 | Responsible for the development and implementation of the business continuity policies, procedures, and guidance in line with current and future national policy, best practice, corporate priorities and to ensure compliance with all relevant legislation. |
| 4 | Design, coordinate and deliver (as appropriate) business continuity training to staff of all levels within the Service. |
| 5 | Work with section heads within the Service to support and ensure the completion of business impact analysis and associated business continuity documents. |
| 6 | Design and implement a business continuity testing regime and audit process which is aligned to current or foreseeable risk to the Service and provides evidence of regular testing |
| 7 | Ensure the information of business continuity events and subsequent reports are accurately recorded, statistics are compiled to identify causes and trends and outcomes are shared with the relevant people to make future improvements |
| 8 | To proactively support the Station Manager Assurance with the workloads relating to business continuity and deputise as appropriate. |
| 9 | To develop and maintain positive collaborative relationship with all relevant internal and external stakeholders. |
| 10 | To collate and present information and attend and contribute to relevant committees, meetings, seminars and participate in task groups as required. |
| 11 | To ensure professional and technical knowledge is up to date and maintained through continuous professional development, including attendance at internal and external training courses as necessary. |
| 12 | The areas of responsibility associated with a post may be amended from time to time, and where possible, consultation will take place prior to the change. It is expected that the post-holder will operate flexibly in any location and undertake any other tasks and projects which could reasonably be expected of someone holding this grade, including assisting other sections as required, commensurate with the grade or of a lower grade. |

Signed by employee

Employee’s name Date

Signed by line manager

Line manager’s name \_\_\_\_\_\_ Date

|  |
| --- |
| **County Durham and Darlington** **Fire and Rescue Service****Conditions of Employment Summary****Business Continuity Officer** |
| **Employed under:** | National Joint Council for Local Government Services. |
| **Grade:** | Grade 8 (Spinal Column Point 25 - 28). |
| **Current salary range:****(wef 1 April 2020)** | £29,577 - £32,234 per annum. |
| **Salary payment:** | You will be paid on the last working day of each calendar month, directly into a specified bank or building society account. |
| **Hours of work:** | 37 hours per week, worked over 5 days (Monday to Friday).A flexible working system is in operation. The actual pattern of working will be set with the line manager. |
| **Annual leave:** | The annual leave year runs from 1 April to 31 March. Entitlement will be 26 working days per full leave year, rising to 31 days after five years continuous service. Statutory Bank Holidays are additional to these entitlements. |
| **Probationary period:** | 6 months. |
| **Contract status:** | Permanent. |
| **Notice period required from employee:** | One month in writing |
| **Pension scheme:** | The post holder will be automatically enrolled in the occupational pension scheme but will have the option to opt out |
| **Sickness payments:** | Dependent on length of Service, up to a maximum of 6 months full pay and 6 months half pay |
| **Allowances:** | Not applicable. |

|  |
| --- |
| County Durham and Darlington Fire and Rescue Service**Person Specification****Business Continuity Officer** |
|  | Essential | How measured | Desirable | How measured |
| **Qualifications/****Attainments** | * Business Continuity Institute Diploma or equivalent
* Current driving licence.
 | * Application form/ certificates/ driving licence
 |  |  |
| **Work Experience** | * Worked in a business continuity role for over one year with demonstrable success
* Ability to solve problems and generate solutions
* Experience of delivering processes that have led to business continuity improvements
* Experience of formulating and implementing policies and procedures
* Ability to support an environment of continuous improvement
 | * Application form / interview / references.
 | * Worked within an FRS or other category 1 emergency service in a business continuity role.
 | * Application form / interview.
 |
| **Knowledge/ Skills**  | 1. Good interpersonal and communication skills.
2. Able to develop and maintain positive and collaborative working relationships
3. Able to work on own and use discretion and initiative
4. High standard of IT skills
5. Effective presentation skills
6. Awareness of relevant workplace legislation and directives.
 | * Application form/ Interview/ interview presentation.
 | * Experience of using SharePoint and an ability to provide awareness/guidance to others in using SharePoint.
 | * Application form / interview.
 |
| **Personal Qualities** | * Open to change
* Able to work under pressure and meet deadlines.
 | * Application Form/ Interview
 |  |  |
| **Expected Behaviours** | Demonstrate ability to:* Approach challenges with:

Flexibility, enthusiasm, motivation, passion, determination, and resilience* Conduct themselves in a manner that is:
* Honest, trustworthy, reliable, accountable, consistent and respectful
* When collaborating with others:
* Be approachable, supportive, encouraging, inclusive and show we value our own development and that of others
* Drive change across the Service by being:
* Creative, resourceful, courageous, original, clear and focussed
 | * Interview
 |   |  |
| **Additional requirements** | * Willingness to work additional/flexible hours to meet needs of the Service
* Good attendance record
* Able to meet Service medical requirements
* Full driving licence
 | * References
 |  |  |