



Role Profile

EMERGENCY RESILIENCE LEAD OFFICER

Reference No.	A4646	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Professional 2	Grade	FC8

Purpose

To support and deliver Fife Council's resilience strategy to ensure the Council meets its statutory responsibilities under the Civil Contingencies Act 2004, and other related legislation.

To provide expert Fife-wide resilience advice which supports the delivery of an effective emergency resilience service.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing expert professional advice and guidance on Council's resilience strategy, as required and also during disruptions to chief officers, senior managers and other across the Council, including elected members and partner agencies as required.	Educated to SCQF Level 9, which includes a Degree or equivalent i.e. PDA in Resilience Management. Knowledge of the Civil Contingencies Act 2004, and other related guidance, and the role and duties of local authorities as a category 1 responder under this legislation and guidance. Ability to travel throughout Fife and other local authority areas as required	✓ ✓ ✓	
Supporting the Team to co-ordinate and deliver the resilience strategy across the Council, partner agencies and other stakeholders.	Experience and understanding of a local authority environment/culture, including partnership working.	✓	

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Leading and delivering individual complex projects and work packages, linked to the Council plan, with service partners and other stakeholders.	Experience of project management (Work Together - See How We Work Matters Framework) Project management accreditation	✓	✓
Developing, evaluating and improving policy and practice, including regular review of existing resilience plans and supporting arrangements.	Research and Analytical skills (Embrace Technology & Information) Negotiation and Influencing skills (Take ownership) Experience of resilience plan writing	✓ ✓ ✓	
Delivering presentations, producing reports, briefings and other forms of information for the Council and other stakeholders at a strategic level.	Communication skills	✓	
Promoting, co-ordinating and delivering strategic and tactical level training listed in the Council Resilience Training Programme and other related training events.	Presentation and/or facilitation skills Experience of delivering training, exercising and debriefing (Deliver results)	✓ ✓	
Designing and facilitating strategic and tactical level resilience exercises to validate and test resilience plans.			
Representing Fife Council at strategic and tactical multi-agency meetings/working groups at local, regional and national level.	Experience of working with partners at local, regional and national levels	✓	
Supporting team members, providing advice and guidance on complex areas of work.	Supervisory skills Influencing skills	✓ ✓	
Co-ordinating the Fife Council response to, and recovery from incidents (emergencies and business continuity disruptions) which may occur 24/7/365.	Organisational skills Experience of working flexibly whilst under pressure Problem solving skills (Focus on customers)	✓ ✓ ✓	
Deputising for the Team Manager	Interpersonal skills	✓	

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	Prioritisation skills	✓	
Assessing, in conjunction with partner agencies, the potential local, regional and national risk of emergencies occurring and impacting Fife and use this to inform resilience planning.	Knowledge and understanding of risk management	✓	
	Knowledge and understanding of the Fife Community Risk Register	✓	
	Experience in risk management		✓
Providing resilience advice to Fife communities such as businesses and community groups encouraging development of resilience plans and/or arrangements.	Knowledge and understanding of business continuity management and community resilience	✓	
	Experience in working with Fife's communities		✓
Authorising expenditure in the absence of the Team Manager.	Financial management skills		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results