



Purpose

To support the resilience function in ensuring that the Council responds effectively to emergencies.

To support the events function in ensuring that events are held safely across Fife.

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
Provide support to the team for both resilience and events functions.	<p>Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at Credit level or equivalent</p> <p>Experience of working in a local authority environment</p> <p>Knowledge of events management, emergency resilience activities and/or other relevant discipline</p>	✓	✓
Provide support to resilience and event specialist meetings such as preparation, invites, produce and circulate meeting notes, track/chase identified actions.	<p>Organisational skills</p> <p>Experience of working under pressure and adapting quickly to changing work priorities</p>	✓ ✓	
Respond to telephone and email requests from third parties such as both external and internal customers and other stakeholders.	Communication skills (Focus on customers)	✓ ✓	

	Interpersonal skills	✓	
	Prioritisation skills		
Contribute to the improvement and implementation of a range of resilience and events related processes, procedures and systems.	Knowledge of council processes and systems		✓
	Experience of using initiative	✓	
Assist the review and maintenance of plans, arrangements, procedures and other specialist resilience and events resources.	Team working skills	✓	
Assist the development and maintenance of webpage content.	IT skills	✓	
Develop, maintain and compile performance information from information systems across all aspects of the functional area using corporate software solutions.	Knowledge of data protection and other relevant legislation.		✓
	Analytical skills	✓	
Develop an excellent understanding of Fife Council's resilience and events roles and responsibilities across services.	Experience in the development and/or delivery of training, exercises and/or workshops		✓
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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Job Title (Specialists Tasks)

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.

Additional Information – the following information is available: **Expected Behaviours**

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

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.