



# Role Profile

## Emergency Resilience Manager

Reference No:	A4515		
Service:	Communities & Neighbourhoods		
Job Family:	Business Management & Improvement	Grade:	FC10

### Purpose

To lead and manage Fife Council's resilience strategy, including civil and business continuity contingencies, to ensure the council meets its statutory responsibilities as a Category 1 Responder under the Civil Contingencies Act 2004, and other related legislation.

To lead and manage the Council's events policy and process to ensure that the Council is complying with HSE guidance for all events held in Fife.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Managing an effective council resilience strategy that also encourages integration with other resilience partners to plan for, respond to, and recover from disruptive incidents.	<p>Educated to SCQF Level 9, which includes a Degree or equivalent ie PDA in Resilience Management</p> <p>Strategic resilience management experience including civil contingencies, emergency planning and business continuity functions and risk management</p> <p>Ability to travel throughout Fife and other local authority areas as required</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Managing and co-ordinating the council response to an incident impacting on Fife's communities, escalating as appropriate using the council's incident management arrangements.	Knowledge and experience of managing a broad range of resilience incidents	✓	

E = Essential Criteria    D = Desirable Criteria

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	Problem-solving skills	✓	
	Experience of working in unpredictable and changing environments	✓	
Acting as the Council's principle advisor to the Chief Executive, or designated Incident Manager in relation to management of significant incidents.	Knowledge and experience in dealing with a wide range of national, regional and locally resilience related issues	✓	
Developing, preparing and exercising council incident management arrangements to ensure the council can effectively co-ordinate its response to, and recovery from significant incidents.	Team Working skills	✓	
Leading, monitoring, reviewing, and developing where required, council resilience plans and supporting arrangements	Time management skills	✓	
Providing resilience advice to local business and other community areas encouraging development of resilience plans and/or arrangements.	Knowledge and experience of business continuity management and community emergency planning	✓	
Assessing, in conjunction with partner agencies, the potential local, regional and national risk of emergencies occurring and impacting Fife and use this to inform contingency planning.	Experience and knowledge of risk management and how to apply to contingency planning	✓	
Managing, and developing, a council resilience training and exercising programme to build and maintain council resilience capacity. Including contributing to a multi-agency resilience training and exercising programme.	Organisational skills	✓	
Representing the council through strategic and tactical partnership working with resilience, and other, agencies. And in doing so, supporting the scottish, regional and local resilience partnership framework.	Experience of working at strategic and tactical levels	✓	
Providing and/or co-ordinating responses to Scottish Government requests for resilience related information as required. Including reporting to relevant senior Council Committees as part of the Council's governance framework.	Communication skills	✓	

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Ensuring the council participates in partnership 'warning and informing' messaging during incidents and share information with other local responders to enhance co-ordination of response.	Partnership working	✓	
Monitoring the council's preparedness to respond to, and recover from, significant incidents. Including development, maintenance of relevant policies, procedures, advice and guidance. Using lessons learned from actual incidents or training/exercise events to inform resilience plans and ensure continuous improvement.	Leadership skills	✓	
Leading and managing the emergency resilience team, ensuring strategies and priorities are set, projects and work plans deliver to agreed priorities and service levels. Ensuring strong relationships within the team, offering guidance, support and direction on service delivery, professional and HR issues. Monitoring the operation of the team, identifying trends and changes of priority for future resource and succession planning and service delivery priorities.	Coaching and training skills  Management Qualification	✓	✓
Preparing and managing the resilience budget, delivering agreed savings and efficiencies and ensuring compicance with council financial regulations.	Financial Management skills		✓
Collaborating with resilience partners, and others, to ensure Fife benefits from shared best practice. Leading partnership working groups and developing partnership strategy.	Quality improvement skills		✓
Provide professional leadership and support to the team through personal and team development. Coaching, managing attendance, performance and conduct, project work and fostering knowledge, sharing within and across teams.	Influencing skills Interpersonal skills	✓ ✓	
Leading a co-ordinated business-focussed approach to service provision while delivering and maximising the efficient and effective use of physical, financial and staff resources available.	Project Management skills  Negotiation skills	✓ ✓	
Contributing to the achievement of key priorities and milestones set out in the Council Plan and service improvement plans as well as other relevant local and national strategies.	Performance Management skills		✓

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Identifying, monitoring and achieving relevant quality standards, representing the Directorate or Service at agreed internal/external meetings, producing reports and delivering presentations.	Initiative taking skills	✓	
Working with elected members to respond to queries.	Customer skills		✓
Ensuring compliance with statutory, regulatory and governance requirements, reporting to strategic and other relevant committees as part of the council's governance framework.	Knowledge of necessary resilience related statutory and regulatory legislation	✓	
Conducting and facilitating briefings, debriefings and presentations as necessary.	Presentation skills	✓	
Managing change with Service Managers, employees and external partners as required. Report to different strategic/management groups as necessary.	Report writing skills	✓	
Contributing to the wider development of the Service and Directorate as a member of the Service Management Team and extended Directorate Management Team.	Conflict handling skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – 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.

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

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

**Expected Behaviours**

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.