



# Role Profile

<b>Emergency Resilience Officer</b>			
Reference No.	I315.01	Type	Individual
Service	Customer Service Improvement		
Job Family	Para-Professional	Grade	FC7

<b>Purpose</b>
To provide expert Fife-wide emergency planning and business continuity advice and deliver an effective emergency resilience service that contributes to the delivery of the Council priorities.
To lead on identified work areas of the Team on a day to day basis, on the instruction and guidance of the Manager

<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>
Providing expert professional advice and guidance on Council's resilience strategy, policy, as required and during disruptions, to chief officers, senior managers and others across the council, elected members and partner agencies as required.	<p>Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent</p> <p>Professional Development Award in Resilience Management</p> <p>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</p>	<p>✓</p> <p></p> <p>✓</p>	<p></p> <p>✓</p> <p></p>
Supporting the Team to coordinate and deliver the resilience strategy	Experience and understanding of a local authority	✓	

E = Essential Criteria    D = Desirable Criteria

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across the council, partner agencies and other stakeholders.	environment/culture, including partnership working		
Leading and delivering individual 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.	Communication skills	✓	✓
Promoting, co-ordinating and/or delivering 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	✓	  ✓
Validating and testing of resilience plans			
Represent Fife Council at multi-agency meetings/working groups at local, regional and national level.			
Co-ordinate the Fife Council response to, and recovery from, 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)	✓  ✓  ✓	    

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Evaluating emerging risks and/or threats that could impact on Fife Communities.	Knowledge and understanding of Risk Management  Experience of working with Risk Management  Knowledge of the Fife Community Risk Register	✓	✓
Leading in relation to one or more specific areas of work relevant to the Team	Leadership skills (Deliver results)	✓	
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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<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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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