

ASSISTANT RESILIENCE OFFICER

Reference No.	A4082	Type	Individual
Service	Communities and Neighbourhoods		
Job Family	Para Professional	Grade	FC6

Purpose

To support the Emergency Resilience Team in maintaining and reviewing resilience plans, arrangements and resources to support Fife Council's staff to respond effectively to a wide range of emergency and business continuity disruptions.

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
Interrogating and maintaining information systems to provide accurate, accessible information, including maintaining key data sets to be used to assist an emergency response.	<p>Educated to SCQF level 8 which includes HND or SVQ level 4 or equivalent, in a relevant field</p> <p>Professional Development Award (PDA) in Resilience Management, or working towards this PDA award, or related experience</p> <p>Experience of GIS systems</p> <p>Experience of working in a local authority environment</p>	<p>✓</p> <p>✓</p>	<p></p> <p>✓</p> <p>✓</p>
Maintaining and reviewing existing resilience plans and related supporting arrangements.	<p>IT skills (Embrace technology and information - See 'How We Work Matters' Framework)</p> <p>Organisational Skills</p> <p>Project Management experience</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p>

Role Profile

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Writing reports/procedures/protocols/guidance documents and supporting the development of resilience plans and contingency arrangements.	Communication skills (Focus on customers) Research and analytical skills (Take ownership) Ability to work effectively alone Experience of using Initiative Experience of working under pressure and adapting quickly to changing work priorities Experience of plan/report writing Knowledge of a Category 1 Responder's responsibilities under the Civil Contingencies Act 2004 and of associated regulations, guidance and best practice	✓ ✓ ✓ ✓ ✓ ✓	✓
Assisting in the delivery of Fife Council's resilience training and exercise programme which includes elected members and community groups.	Problem solving skills (Deliver results) Interpersonal skills Presentation skills Negotiating and Influencing skills	✓ ✓ ✓	✓
Assisting in the maintenance and management of Fife Council's Emergency Control Room, emergency centres and other team resources.	Ability to provide a regular and effective service	✓	
Working with team colleagues to improve generic skills and knowledge required in plan writing, training and exercising and risk assessment.	Team working skills (Work together)	✓	

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Maintaining and developing Team intranet subject pages and other promotional materials			
Supporting the ERT co-ordination of emergency and business continuity disruptions, assessing the situation and level of response required and escalating to Team Manager where necessary.	Knowledge of the Local Authority role in response to and recovery from a civil emergency or business continuity incident		✓
Supporting the ERT's involvement with internal and external working/liaison groups to support integrated emergency management policies and practice. Including attendance and participation at events.	Experience of partnership working		✓
Developing excellent understanding of Fife Council's key resilience roles and responsibilities across services.	Knowledge of risk management Experience in the development and/or delivery of training, exercises and/or workshops		✓ ✓
Developing excellent understanding of roles and responsibilities of all organisations/agencies involved in an integrated response to an emergency.	Knowledge of local, regional and national resilience in Scotland and UK, including the third sector Experience of working/engaging with various local community groups Knowledge of community and business resilience		✓ ✓ ✓

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

Additional Information – the following information is included:
<ul style="list-style-type: none"> • 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:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results