

### Person Specification

<b>Job Title</b>	HVP/Flood Capability Advisor	<b>Team</b>	National Resilience Assurance Team
<b>Salary Grade</b>	Group Manager B plus 20% flexi allowance		

	<b>Qualifications &amp; Training</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	ICL 2 minimum incident command qualification		✓		A
	Evidence of HVP/Flood associated Continuous Professional Development		✓		A/I
	Able to use Microsoft products and other IT packages		✓		A
	Recognised H&S qualification		✓		A
	<b>Previous Experience</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Experience of managing HVP/Flood resources		✓		A/I
	Experience of Local/Regional resilience forums or other multi-agency groups			✓	A
	Possess practical experience of emergency operations including consistently effective operational experience at a minimum of SM level		✓		A
	Influencing and managing others effectively		✓		A/I
	Leading projects and teams with a high level of commitment to deliver against required objectives		✓		A
	Budget and resource management			✓	A
	Working in a politically sensitive environment with external stakeholders			✓	A/I
	Experience of managing change programmes within an organisation			✓	A
	Awareness and understanding of the National Coordination and Advisory Framework		✓		A/I
	Awareness and understanding of the national HVP and Flood capability and associated DEFRA concept of operations		✓		A/I
	Experience of writing business cases, reports and similar doctrine		✓		A
	Able to manage own workload, that of others and work to deadlines		✓		A/I
	Possess planning, analytical and problem solving skills		✓		A
	Commitment to equality, diversity and inclusion		✓		A/I
	Experience of negotiating with representative bodies and/or strategic managers			✓	A

	Possess practical experience of emergency operations, including consistently effective operational experience at minimum of Station Manager level	✓		A
	Experience of working with sensitive information	✓		A
	Able to plan, chair and record meetings	✓		A
	<b>Disposition, Attitude and Motivation</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Highly self-motivated and able to work on own initiative	✓		A/I
	Positive approach to change and new challenges/experiences	✓		A/I
	Flexible and adaptable to accommodate changing priorities	✓		A/I
	Strong communication and interpersonal skills	✓		A/I
	Able to operate in new areas of work with limited support	✓		A/I
	Willingness to learn and develop	✓		A/I
	Able to provide information to support decision making	✓		A/I
	Able to develop and implement organisational strategy	✓		A/I
	Able to plan effective use of resources	✓		A/I
	Can demonstrate credibility when it comes to influencing stakeholders	✓		I
	<b>Work Related Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Willing to undergo an SC security check if required	✓		A
	Able to provide operational cover as part of the National Resilience on-call rota	✓		A/I
	Able to work flexibly at various locations across the country including overnight when required	✓		A/I
	Hold a full and valid UK driving licence	✓		A

Key to assessment methods: A – Application form AC - Assessment Centre I - Interview PD - Produce Documentation  
P – Presentation T- Test MF&RS - MF&RS will process enhanced CRB application upon offer of conditional employment.

**Date person specification prepared / revised:** October 1<sup>st</sup> 2021

**Prepared / revised by:** AM Kevin Longshaw

