

### Person Specification

<b>Job Title</b>	Local Resilience Forum Business Manager	<b>Directorate</b>	Operational Preparedness
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	<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Degree in Disaster Management or equivalent, or proven extensive background working and knowledge of emergency planning.		✓	A & P D
	<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	Previous experience in field of emergency planning working to Chief Officer level.	✓		A & I
	Proven experience of developing and implementing new policies and procedures.	✓		A & I
	<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	General awareness of equality and diversity issues in the working environment.	✓		A & I
	Understanding of confidentiality and Data Protection/Freedom of Information issues.	✓		A & I
	Extensive understanding of the Civil Contingencies Act 2004 and the Local Resilience Forum structure, activities and responsibilities.	✓		A & I
	Awareness of associated emergency planning legislation and its application in the broader organisational context, its impact, risks and application to meet strategic objectives.	✓		A & I
	Awareness of workplace health & safety issues.		✓	A & I
	<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	A high degree of ability in the use of the MS Office suite of programmes.	✓		A & I
	Ability to compile factual, concise and comprehensible written reports and briefing papers for the LRF strategic level.	✓		A & I
	Excellent communication skills – both verbal and written. This should also include negotiation, interpretation and interpersonal skills.	✓		A & I
	Ability to conduct research, analyse results and prepare position statements.	✓		A & I
	Extensive organisational and time management skills to deliver desired outcomes, including	✓		A & I

tasking and accountability aspects.			
Ability to prioritise tasks to ensure risk-based delivery of workstreams.	✓		A & I
Ability to work under pressure and prioritise work, working on own initiative.	✓		A & I
Ability to maintain confidentiality and discretion.	✓		A & I
Ability to promote diversity and human rights in the workplace.	✓		A & I
Ability to ensure delivery of events, training sessions and seminars.	✓		A & I
Ability to take minutes at strategic meetings and ensure delivery of actions.	✓		A & I
Ability to present information in a formal setting to senior management.	✓		A & I
<b>Work Related Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Post holder will be required to provide flexibility and resilience to meet the requirements of the role.	✓		A & I
MFRS will undertake a (Non Police Person Vetting) NPPV3 security check upon conditional offer of employment.	✓		MFRS
Must hold a full UK Driving Licence.	✓		P D

Key to assessment methods:

A – application form

I – interview

P D - produce documentation

**Date person specification prepared / revised: 29.1.12019**

**Prepared / revised by: L. Inman**

