



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Emergency Planning & Business Continuity Manager		
<b>Department:</b>	Directorate of Emergency Services & Island Security (DESI)	<b>Section:</b>	DESI Administration
<b>Reports to:</b>	Director of Emergency Services & Island Security		
<b>Grade:</b>	Falkland Islands Government Grade – C	<b>Job Code:</b>	TBC

## Key Functions

- ❖ Responsible for leading and coordinating major incident, emergency and business resilience planning across the Falkland Islands Government, (FIG). This will include developing plans and processes for strategic and operational responses in accordance with the Joint Emergency Services Interoperability Principles (JESIP).
- ❖ To increase the resilience of FIGs major incident plan through continuous cycles of assessing risk, development, implementing and testing major incident and business continuity plans; working in partnership with the British Forces South Atlantic Islands (BFSAI).
- ❖ To organise and deliver training in major incident planning and response (Silver Command) for the Government's Corporate Management Team, (CMT), FIG employees and others and lead and participate in multi-agency training exercises.
- ❖ To ensure that Silver Command is fit for purpose and maintained in a state of readiness to ensure the safe and effective working of co-owners. The post-holder will be a member of Silver Command when activated and will be responsible for managing Silver Command's allocated budget.
- ❖ The post-holder will also coordinate a FIG emergency planning group and work closely with representatives from the Emergency Services, BFSAI, private sector and third sector organisations in drawing up multi-agency emergency plans fit for purpose for the Falkland Islands.
- ❖ To support policy development relevant to major incident response/national threats including establishing and updating Memoranda of Understandings (MoU's) and Service Level Agreements, (SLA's).

## Core accountabilities

- **Communications/Relationship Building**
  - ❖ Act as Subject Matter Expert, (SME); to support the DESI and other senior managers on all matters relating to FIG's major incident response and business continuity resilience.
  - ❖ Represent FIG at the cross-government emergency planning group and continue to maintain strong relationships with BFSAI and other key stakeholders.
  - ❖ Liaise with other emergency planning leads to ensure joined up major incident, emergency and resilience planning across the Falkland Islands and to ensure best practice.
  - ❖ Actively participate in Silver Command.
  - ❖ Co-ordinate/support operational debriefing following any Silver Command activation or critical business continuity situation.
  - ❖ Be a point of contact for all FIG Directorates and others on all matters relating to major incident planning and possible hazards or threats.



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**Job Title:**

Emergency Planning &amp; Business Continuity Manager

**Core accountabilities: (continued)****Communications/Relationship Building (continued):**

- ❖ Be visible and work across all sectors in support of the FIG major incident response.

**Major incident planning and business continuity:**

- ❖ Alert the DESIS to any weaknesses or threats in relation to major incident planning and business continuity.
- ❖ Maintain the FIG major incident plan.
- ❖ Coordinate cross-government Business Continuity plans and review to ensure that appropriate mitigation measures are in place and identify any conflicts.
- ❖ Provide specialist advice to FIG in the event of a major incident or business continuity situation and to support the running of Silver Command.
- ❖ Review and analyse strategic documents relating to emergency planning and business continuity and apply them in the context of the Falkland Islands disseminating information as appropriate.
- ❖ Develop the capability and capacity of FIG's operating resilience by designing, preparing and facilitating appropriate exercises to test FIG's Major Incident and Business Continuity Plans.

**Corporate and Personal Training and Development**

- ❖ Plan, prepare and present training to the FIG Corporate Management Team (CMT), senior managers and others at all levels on the organisation's Major Incident and Business Continuity response.
- ❖ Take part in multi-agency training/exercising with the emergency responders.
- ❖ Maintain detailed records of all emergency exercises undertaken by FIG.
- ❖ Maintain current up to date knowledge of emergency planning and business continuity issues and incorporate these into relevant training events.
- ❖ Coordinate debriefs as required and ensure dissemination of lessons learnt

**Policy and Service Improvement/Development**

- ❖ Prepare, develop, review and keep the FIG Major Incident and Business Continuity Plans updated in accordance with best practice.
- ❖ Ensure that appropriate post-incident support for co-owners is factored into major incident planning.
- ❖ Work with others to develop operational plans and policies in relation to other emergency situations such as extreme weather events, loss of critical infrastructure, loss of transportation/passenger displacement etc.
- ❖ Ensure lessons learnt from major incident/business continuity events are used to formulate service improvements.
- ❖ Complete regular audits of Business Continuity Plans.



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## Core Accountabilities: *(continued)*

- ❖ Ensure learning from events elsewhere is incorporated into new or existing emergency and business continuity plans.
- ❖ Research good practice in relation to emergency planning, business continuity and voluntary services and to use this information to improve FIG's Major Incident, Emergency Planning and Business Continuity Plans.
- ❖ Maintain and develop record systems and a resource library for emergency and business continuity planning.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

## Additional Information

The post holder should expect to be called out for Silver Command, which could result in unsocial hours working for which no extra remuneration will be payable.

### Nationality Requirements

Due to the involvement in internal security matters applicants must be British Nationals who are able to obtain appropriate security clearances for the role.

### Criminal Record Checks - This post is regarded as a sensitive post.

All applicants for Government posts are asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers. Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification	Emergency Planning & Business Continuity Manager		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications</b>			
Educated to degree level (or equivalent) in a relevant subject matter or equivalent experience at a comparable level	✓		A
Post graduate qualification in Emergency Management qualification (or equivalent experience)	✓		A
Evidence of commitment to continuous professional development	✓		A/I/R
Current valid driving licence	✓		A
Member of the Emergency Planning Society		✓	A
<b>Knowledge, Skills and Experience</b>			
5 years+ recent relevant work experience as an Emergency Planner or in a comparable role within specialist key areas (e.g. Civil Contingency Act Category 1 responder organisation; Business Continuity or Governance)	✓		A/I
Substantial experience of working successfully with senior managers and key stakeholder across different agencies and professional groups	✓		A/I/R
Demonstrable experience of successful delivery in a results driven environment	✓		I/R
A good working knowledge of Integrated Emergency Management including the JESIP principles	✓		A/I/R
In depth understanding of emergency and business continuity planning	✓		A/I/R
Experience in successfully leading major incident exercises	✓		A/I/R
Effective organisational skills	✓		I/R
Demonstrable Project Management experience	✓		I/R
Computer literate, with the ability to use Microsoft Office programmes effectively especially Word, Excel and Access	✓		A/I/R
Knowledge of the design, development and maintenance of databases/questionnaires/surveys and other intelligence resources	✓		A/I
Excellent interpersonal skills which will allow the postholder to work well with colleagues, Senior Officers and Members across the organisation as well as, where necessary, partner organisations, residents, volunteers and the business community	✓		I/R
Excellent written, verbal and comprehension skills, e.g. ability to write cogent reports and plans in plain English and to give advice on matters within the remit of the postholder to key stakeholders	✓		A/I/R



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Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience: (continued)</b>			
Ability to collate, interpret and analyse complex information and produce concise reports, plans and presentations for a wide variety of audiences	✓		A/I/R
Highly developed communications skills; able to effectively present reports and data to a variety of audiences and communicate through appropriate channels effectively at all levels internally and externally	✓		A/I/R
Excellent 'strategic thinking' skills	✓		I/R
Highly motivated and able to plan and manage projects to tight deadlines	✓		I/R
Knowledge of the Falkland Islands		✓	A/I
Experience in delivering training		✓	A/I
<b>Personal Attributes</b>			
Prepared to work out of hours in an emergency situation	✓		I/R
Flexible approach to changing work demands and proven ability to progress developments and improvements in working practices	✓		I/R
Able to demonstrate a high degree of personal responsibility with an ongoing emphasis on retaining up to date knowledge specific to emergency planning and business continuity	✓		I/R
Able to work on own initiative, prioritise tasks and meet deadlines	✓		I/R
Acts with integrity and probity	✓		I/R
Demonstrated ability to work in a confidential manner and respect sensitivities of subject matter	✓		I/R

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference