Essex County
Fire & Rescue Service

THE PERSON

Resilience Officer

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Relevant professional qualification in Emergency Planning and/or Business Continuity Management (Level 6 or equivalent), or equivalent experience	E	Application
The post holder will be expected to complete the Business Continuity Institute's CBCI qualification to maintain role competency	E	Application
Knowledge & Experience		
Sound and practical understanding of Civil Contingencies legislation and integrated emergency planning and business continuity.	E	Application/ Interview
Sound understanding of business continuity processes and the emergency planning cycle	E	Application/ Interview
Good knowledge and understanding of health & safety and equality and diversity policies and principles	E	Application/ Interview
Experience of working in an emergency planning/business continuity environment	D	Application/ Interview
Detailed and working knowledge of emergency planning and business continuity management	D	Application/ Interview
Experience of working on projects and delivering business milestones, which includes the management of different resources and challenging situations	E	Application/ Interview
Skills & Abilities		

The ability to progress reports and resilience documentation, ensuring that they are easy to interpret and apply	E	Application/ Interview
Excellent communication skills in order to engage and influence individuals at different levels both internally and externally	E	Application/ Interview
Strong presentation skills in order to deliver training to a variety of audiences	E	Application/ Interview
The ability to analyse and interpret data in order to be able to produce practical solutions that meet the business needs' and comply with legislative requirements	E	Application/ Interview
Excellent practical application of Microsoft applications to include SharePoint, Outlook, Excel, PowerPoint, Word and MS Teams	E	Application/ Interview
Other		
The ability to travel around the county may be required.	E	Application Form
Able to contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application/ Interview
Willingness to work flexibly, accommodating for team flexibility	D	Application/ Interview
Excellent organisation skills and the ability to manage a varied workload with competing deadlines.	D	Application/ Interview
A satisfactory Standard DBS assessment.	E	Part of on boarding process