

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Operational Risk Management Department
POST TITLE	Resilience and Planning Officer
POST NO	NU101
GRADE	Grade 9 (£32,076 - £33,945)
LOCATION	South Wales Fire and Rescue Service Headquarters

Essential criteria marked in **bold with an asterisk*** will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience, and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Certificate of the Business Continuity Institute (BCI)	Desirable	Application
Knowledge & Experience	Relevant experience of working within an Emergency Planning environment*	Essential*	Application*/ Selection
	Experience of inter-agency liaison/partnership working with other organisations (Event planning , exercises and/ or incident response)*	Essential*	Application*/ Selection
	Working knowledge of “Civil Contingencies Act 2004 “and its implications for the Fire and Rescue Service and other responders*	Essential*	Application*/ Selection
	Experience of preparing a range of complex documents, (BCM plans and progress reports and Major Events Plans)*	Essential*	Application*/ Selection
	Functional knowledge of using Microsoft Office packages, including Word, Excel, PowerPoint and Outlook.	Essential	Selection
	The ability to communicate through the medium of Welsh.	Desirable	Application
Personal Style	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	Ability to maintain a confident and resilient attitude in highly challenging situations.	Essential	Selection
	Proactive in supporting change and the ability to adjust approach to meet changing requirements.	Essential	Selection

Interpersonal	Ability to communicate effectively both orally and in writing, to a wide range of audiences/staff levels, internal and external, in a confidential, sensitive and professional manner (e.g. present at meetings with Strategic leaders and organize training events)*	Essential*	Application*/ Selection
	Ability to lead, involve and motivate others both within the Fire and Rescue Service and in the Community.	Essential	Selection
	Commitment to and ability to develop self, individuals, teams and others, to improve organizational effectiveness.	Essential	Selection
Task	Ability to understand, analyse, interpret and apply relevant information to make appropriate decisions and create practical solutions*	Essential*	Application*/ Selection
	Ability to create and implement effective team plans, in line with organisational objectives, working as part of a team and on own initiative	Essential	Selection
	Ability to lead others, to achieve excellence by the establishment, maintenance and management of performance requirements to achieve and maintain excellent standards.	Essential	Selection
	Ability to maintain an active awareness of the environment to promote safe and effective working	Essential	Selection
	Ability to deliver effective presentations and organise a variety of training events including a range of exercises	Essential	Selection

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

A Disclosure Barring Service (DBS) check will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position. Security clearance will be required to Security Check (SC) Level.

This document is available in both English and Welsh and we welcome communication in both of these languages.

