

Job Title:	Interagency Liaison Officer (ILO)		
Department:	Emergency Planning and Resilience	Section:	Emergency Services and Islands Security
Reports to:	Chief Resilience Officer		
Grade:	Falkland Islands Government Grade – D1	Job Code:	551ILO
Overall Purpose of the Role			
<p>Reporting to the Chief Resilience Officer as a member of the Directorate of Emergency Services & Island Security and working as part of a multi-agency team, the Interagency Liaison Officer (ILO) will provide critical support to emergency planning and resilience workstreams in the Falkland Islands. This requires the incumbent to work in collaboration with a range of FIG departments and external stakeholders and provide advice and communications support in multi-agency environment with a pre-planning focus on risk reduction and management.</p>			
Key Role Activities			
<ul style="list-style-type: none"> • Build strong professional relationships within FIG and with other relevant local and overseas agencies, to enhance collaboration, coordination and communication for the benefit of community risk management. • Work in collaboration with FIG and relevant local and overseas agencies to develop and implement emergency management policy, frameworks, and plans. • Proactively gather, collate and analyse information, including sensitive information relating to community risks. Assess capacity and capability to respond to these risks and advise action that could be taken to remove or mitigate risks. • Assist in the development and facilitation of multi-agency training and exercise programme delivery. • Coordinate multi-disciplinary stakeholder groups in risk assessment and planning activity and deliver tactical advice and information when supporting tactical or strategic commanders. • Coordinate input and develop reports in relation to risk management and resilience priorities, the Islands Plan, and relevant Directorate Business plans. • Promote an efficient and effective multiagency environment by working in accordance with the Joint Emergency Services Interoperability Principles (JESIP). • Handle and manage sensitive information and stay updated on relevant confidentiality regulations and best practices. • Work to embed the ethos of continuous improvement in relation to both emergency management and community resilience, ensuring consistency, relevance and contribution to the Islands Plan, FIG and Directorate Business Plans and other key management directives. 			

Job Title:	Interagency Liaison Officer
Key Role Activities continued	
<ul style="list-style-type: none"> • Assist with annual budget processes to ensure departmental expenditure is commensurate with budget allocation. • Other duties consistent with the level of post as agreed with the Chief Resilience Manager and the Director of Emergency Services and Islands Security. <p><i>This 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.</i></p>	
Additional Information	
<p>The aim of the Emergency Planning and Resilience department, in which the ILO sits, is to increase our capability in the Falkland Islands to respond to and recover from civil emergencies. Key to this is understanding:</p> <ol style="list-style-type: none"> a. what risks our community faces, including accidents, natural hazards and man-made threats. b. what capabilities we have and what capabilities we need to deal with the consequences of emergencies. c. how FIG can co-ordinate cross-government efforts to build and enhance capabilities and therefore increase our national resilience to disasters and emergencies. <p>The ILO is normally regular office hours and there is no on-call requirement. However, if an incident or emergency requires work outside of regular hours the ILO may be asked to assist. This is on a 'best endeavours basis' and time can be claimed back as time-off in lieu.</p> <p>Successful applicants may need to undergo and successfully complete security checks.</p> <p>Dependent on the successful applicants existing qualifications, there may be a requirement to attend training on local and/ or overseas course/s.</p>	

Person Specification:	Interagency Liaison Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
At least 5 years relevant experience of working with the emergency services, or other relevant field such as data analysis and handling sensitive information.	✓		A/I/R
Ability to logically sift, understand and analyse data and information, to identify key trends and forecast issues and develop informed recommendations to problems	✓		A/I/R
Experienced in formulating, maintaining and reviewing operational response plans.	✓		A/I/R
Demonstratable experience of delivering risk management and emergency planning processes.	✓		A/I/R
Demonstratable experience in handling, managing and sharing (as appropriate) sensitive information in a multi-agency environment.	✓		A/I/R
Able to analyse and present information to audiences effectively.	✓		A/I/R
Excellent verbal and written communication with ability to express ideas and impart key messages clearly, concisely and effectively	✓		A/I/R
Good report writing skills; Able to produce reports for senior management and Elected Members drawing on different information sources.	✓		A/I/R
Excellent networking and communication skills with the ability to establish and maintain working relationships with local and overseas organisations outside FIG to the benefit of FIG	✓		A/I/R
Excellent organisational and prioritisation skills and the ability to work calmly under pressure and prioritise work in order to meet deadlines	✓		A/I/R
Competent user of computer-based management systems and associated software (spreadsheets, word processing etc).	✓		A/I/R
Ability to evaluate current procedures and recommend improvements	✓		A/I/R
Capacity to multi-task and prioritise workloads, including resolving conflicting priorities.	✓		A/I/R
Good interpersonal skills with the ability to build and influence effective relationships with a variety of people and create enthusiasm and commitment to a shared vision	✓		A/I/R

Person Specification:	Interagency Liaison Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience continued			
Ability to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail	✓		I/R
Familiar with the Joint Emergency Services Interoperability Principles (JESIP)		✓	A/I/R
Experience of developing policy		✓	A/I/R
Experience of coordinating multi-disciplinary stakeholder groups		✓	A/I/R
Demonstrated budget management experience		✓	A/I/R
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful			A/I/R
High degree of discretion and judgement and able to work effectively in a confidential environment.	✓		A/I/R
Possesses personal drive and integrity and takes a pro-active and adaptable approach to work.	✓		I/R
Commitment to teamwork	✓		I/R
Must have a genuine interest in emergency management and resilience	✓		I/R
Qualifications & Training			
Degree or equivalent qualification in a relevant discipline	✓		A/I
A current car driver's licence.	✓		A
NB Comparable combinations of educational qualifications and experience may be considered.			
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O - Other