

Job Title:	Resilience Officer		
Department:	Emergency Planning and Resilience (EPR)	Section:	Emergency Services & Islands Security
Reports to:	Chief Resilience Officer		
Grade:	Falkland Islands Government Grade – E2	Job Code:	555PA1
Purpose of the Role			
Reporting to the Chief Resilience Officer as a member of the Directorate of Emergency Services and Islands Security and working as part of a multi-agency team, the Resilience Officer will provide critical support to emergency planning and resilience workstreams in the Falkland Islands.			
Key Role Activities			
- Engage proactively, communicate, and collaborate effectively with a wide range of internal and external resilience partners to improve preparedness and response. - Assist EPR officers in the development and implementation of emergency planning and resilience-related briefing, training sessions, and exercises. - Contribute to the effective co-ordination of multi-agency resilience activities. - Assist the Chief Resilience Officer in the development, review and embedding of key emergency planning documents. - Assist in the maintenance of major incident response functions, including the major incident response room and command support, and provide assistance in emergencies as able. - Support the Tactical Command Group (Silver) during exercises and major incidents including management of Logging and support staff. (This role is not on-call). - Ensure effective information management and record keeping, including systems and databases used by EPR to record and manage information. - Assist with facilitating debriefs to capture lessons identified and good practice. This includes taking notes and analysing and processing information. - Arrange and coordinate multi-agency training across all departments including the itineraries and travel arrangements for visitors. - Undertake a broad variety of administrative tasks as directed. This includes organising meetings and note-taking during meetings in support of the Director and Chief Resilience Officer. - Prioritise conflicting needs as required, handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures. - Actively contribute to initiatives that could improve service delivery and/or enhance multi-agency efficiency. - Manage confidential and sensitive documentation with appropriate discretion. - Demonstrate and maintain, credibility, trust, and provide appropriate support and input when interacting with staff at all levels. - Manage and co-ordinate Directorate events. - Deputise for the Interagency Liaison Officer as required. <i>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.</i>			

Additional Information

The Resilience Officer role is normally limited to regular office hours and there is no on-call requirement. However, if an incident or emergency requires work outside of regular hours the Resilience Officer may be asked to assist. This is on a best endeavours basis and time can be claimed back as time-off in lieu.

Previous experience in Emergency Planning, Emergency Services or Armed Forces would be an advantage, along with an understanding of Joint Emergency Services Interoperability Principles (JESIP).

Successful applicants will need to undergo and successfully complete background security checks.

Nationality Requirements

Due to the involvement in 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.

Person Specification:	Resilience Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
5 years' relevant work experience in a similar or comparable environment	✓		A/I
Excellent verbal and written communication including the ability to express ideas and impart key messages clearly, concisely, and effectively	✓		A/I/R
Good skills with Microsoft Office products, particularly Excel, PowerPoint and Word	✓		A/I/R
Excellent organisational and time management skills	✓		A/I/R
Experience of, and interest in, internal and external communications partnership development	✓		A/I/R
High degree of discretion and sound judgement	✓		A/I/R
Strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail	✓		A/I/R
Very strong interpersonal skills and the ability to build and influence effective relationships with key stakeholders.	✓		I/R
Demonstrates proactive approaches to problem-solving with strong decision-making capability	✓		I/R
Capacity to multi-task and effectively prioritise workloads, including resolving conflicting priorities	✓		A/I/R
Proven ability to handle confidential information with discretion, sensitivity, and tact	✓		I/R
Ability to sift and understand large amounts of information, to identify key trends and issues and develop informed recommendations to problems	✓		I/R
Demonstrable ability to achieve high performance goals and meet deadlines in a fast-paced environment	✓		I/R
Ability to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail	✓		I/R
Demonstrable commitment to high quality customer service delivery	✓		I/R
Commitment to effective teamwork	✓		I/R
Ability and awareness to work constructively and effectively within FIG's diverse workforce to achieve common goals	✓		I/R
Demonstrable ability to learn quickly, under pressure		✓	I/R

Person Specification:	Resilience Officer		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Possesses emotional maturity	✓		I/R
Highly motivated, resilient, and able to work in a busy, pressured environment	✓		I/R
Forward looking thinker, who actively seeks opportunities and proposes solutions	✓		I/R
Ability to work effectively on own initiative	✓		I/R
Positive 'can-do' attitude	✓		I/R
Strong work ethic to complete assignments on time and with a high degree of quality	✓		I/R
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Qualifications & Training			
A Level 4 (or equivalent) qualification in a relevant subject area	✓		A
Valid driving licence	✓		A
Bachelor's degree (or equivalent) in a relevant subject		✓	A
NB Equivalent 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