

Business Continuity Officer

- Service area: Civil Protection
- Grade: PO3 plus £3,000 Annual Allowance
- Reports to: Senior Business Continuity Officer
- Your team: Civil Contingencies & Organisational Resilience

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

[Watch our video](#) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Key responsibilities

1. To participate in delivering and implementing the council's legal responsibilities as a category 1 responder under the Civil Contingencies Act 2004 and for working as part of a team to deliver operational resilience and emergency preparedness across the council including taking an administrative role on the statutory borough resilience forum and wider multi-agency arrangements.
2. Supports preparation of business impact assessments, risk assessments, and business continuity plans, and tests business continuity arrangements.
3. Be a part of the council's 24/7 corporate crisis response arrangements for the 100+ members of the Corporate Emergency Response Team, resources and equipment and to report to corporate director and directors in Gold roles as well as providing advice and recommendations to senior officers and members, up to leader and chief executive level.
4. Assist in ensuring that the council has the ability to open and manage the Borough Emergency Control Centre to co-ordinate the council's response and provide the community with an emergency centre during an emergency.
5. Provide support to the Senior Business Continuity Officer to assist briefings to managers on organisational resilience, emergency planning, and multiagency crisis response protocols.

6. To design and propose safety and security measures for events, security measures and to respond to threats and risks to elected members, sending proposals to the Senior Business Continuity Officer to approve mitigation measures.
7. Co-ordinates the council's response to unplanned incidents, manages Local Authority Liaison Officers and Crisis Response Volunteers, and supports emergency responders and recovery.
8. Maintains communication channels with emergency services and other responders at a tactical level.
9. To maintain an up-to-date knowledge of civil contingency legislation, associated procedures and guidance and to maintain competency for the role.

Leadership

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

Resources and Financial Management

Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money.

There will be access to over £10,000 in cash for use during emergencies as well as the duty Silver/Resilience Advisor having delegated authority from the Chief Executive and therefore a spend allowance of £50,000, moving up to £100,000 with finance director authority.

Make evidence-based decisions regarding additional financial expenditure during emergencies, using the delegated authority of the Chief Executive.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Front facing - High presence, 3 to 4 days a week

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
E1	Degree or significant experience in Disaster Management, Emergency Planning or Business Continuity.	Application/Interview

Experience

Essential criteria	Criteria description	Assessed by
E2	Experience in the delivery of business continuity functions with the ability to deputise for the Senior Business Continuity Officer.	Application/Interview
E3	Experience of participating in a wide range of projects and activities including multiagency exercises.	Application/Interview
E4	Knowledge and experience of business continuity, multiagency crisis response protocols, regional plans, and recovery protocols.	Application/Interview
E5	Experience of applying principles of risk assessment to business continuity.	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
E6	Excellent written and verbal communication skills with the ability to demonstrate this with senior officers and stakeholders.	Application/Interview

Essential criteria	Criteria description	Assessed by
E7	Possess the skills to be able to assess competency of crisis response team members against standards and identify training to meet development needs.	Application/Interview
E8	Ability to participate in the crisis response on call rota in either tactical response or advisor roles and attend the scene of incidents or other locations in the borough within 60 minutes of call out, reporting to corporate directors or directors as Golds.	Application/Interview
E9	Ability to maintain divisional emergency plans, working in conjunction with team managers.	Application/Interview
E10	Possess a flexible approach to new or emerging challenges affecting civil protection and resilience with the ability to prioritise work according to risk or threat.	Application/Interview
E11	To work outside of normal office hours where required, as part of response to emergencies and attendance at events.	Application/Interview

Special requirements of the post (delete if they do not apply)

Essential criteria	Criteria description	Assessed by
12	<p>This role will require you to obtain:</p> <ul style="list-style-type: none"> • Standard satisfactory clearance from the Disclosure and Barring Service and; • Non Police Personnel Vetting – Level 2 Counter Terrorism Clearance. 	Application/Interview
13	This post needs to meet the requirement of the Baseline Personal Security Standard	Application/Interview

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard; Stonewall Diversity Champion; and Time to Change.

