



## Person Specification

### Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

<b>Job Title</b>	Resilience Adviser (Emergency Planning & Exercising)
<b>Grade</b>	6
<b>Directorate</b>	Place (Community Services and Economy)
<b>Service</b>	Community Safety & Resilience

### Criteria

<b>Experience</b>		
Experience of working within an Emergency Planning field within a local authority environment	A/I	D
Experience of emergency planning & response to emergency situations	A/I	D
Experience of cross departmental working with officers at all levels within an organisation	A/I	E
Experience of partnership working with a variety of external organisations involved with emergency planning	A/I	D
Experience in the use of effective software packages, e.g. Microsoft Office	A/I	E

<b>Skills and Abilities</b>		
A clear understanding and knowledge of Emergency Planning legislation	A/I	D
Modern approach to the work, recognising the need for innovation, flexibility and adaptation to changing priorities with the ability to be self-motivated and work without	A/I	E

direct supervision		
Ability to interpret Emergency Planning Legislation and produce effective management guidance documentation	A/I/P/T	E
Demonstrate organisation and planning skills to determine priorities ensuring deadlines are met and in response to emergency situations	A/I/P/T	E
Effective analytical and problem solving skills	A/I/T	E
Ability to communicate verbally and in writing complex Emergency Planning legislation and policy advice to senior stake holders	A/I/P/T	D
Demonstrate previous experience of working within a team environment	A/I	E
Excellent communication skills, both written and verbal with the capability of preparing and delivering training / presentations to a variety of audiences	A/I/P	E
Ability to provide succinct briefings to a variety of audiences including senior management and elected members	A/I/P	E
Ability to liaise with a wide range of internal & external professional partners	A/I/P	E
Good report writing skills, including an ability to understand technical matters and functions of a unitary authority, to produce simple, straightforward and intelligible reports/procedures	A/I/P	E
A detailed understanding of service delivery across the council	A/I	E

<b>Education, Qualifications and Knowledge</b>		
Evidence of educational attainment to GCSE or equivalent standard	A/C	E
Emergency planning qualification to diploma level OR at least 3 years' experience in an emergency planning field, within a local authority environment	A/C/I	D
Working knowledge and understanding of part 1 Civil Contingencies Act (2004) & other associated emergency regulations (COMAH, Control of Major Accident Hazards, PSR, Pipeline Safety Regulations)	A/I	D

<b>Other Requirements</b>		
Police Vetting Checks may be required for this post	A/I	E
Able to take a flexible approach to work by responding to the varied needs of services	A/I	E
Ability to travel independently throughout Cheshire if required is essential, a full UK driving licence is required	A/C/I	E

A detailed understanding of service delivery across the council	A/I	E
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<b>Commitment To Equal Opportunities</b>		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

<b>Commitment To Service Delivery / Customer Care</b>		
Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.	A/I	E
Excellent inter-personal and communication skills and the ability to recognise the importance of providing a professional service to all stakeholders and establish effective working relations generating confidence and collaborative working		E
Act in a Professional and courteous manner at all times, dealing with conflict and confrontation effectively		E
Successfully promote the service working alongside other partners on behalf of the Community Safety & Resilience Team		E

<b>Climate and Sustainability</b>		
Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.	A/I	E

<b>Methods of Assessment Key</b>		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

<b>Review Arrangements</b>		
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.		

<b>Prepared / Revised By</b>	Theresa Whitfield
<b>Role</b>	Head of Chief Executives Office
<b>Date</b>	13 March 2025