

## **JOB SPECIFICATION**

|                         |   |
|-------------------------|---|
| <b>JOB TITLE:</b>       | Civil Contingencies Coordinator   |
| <b>LOCATION:</b>        | No. 6 Convent Place   |
| <b>RESPONSIBLE TO:</b>  | 1. Chief Minister (RE: Security related matters)<br>2. Minister for Civil Contingencies (RE: All other matters)   |
| <b>RESPONSIBLE FOR:</b> | 2x Civil Contingencies Officers   |
| <b>HOURS:</b>           | Normal office hours are 37hours per week though the post holder will be required to be flexible in their approach to working hours in order to fulfil the requirements of the post. |

### **OVERALL FUNCTION:**

To lead a Civil Contingencies Unit whose key output is the delivery of direct Civil Contingencies support and advice to responders.

The main functions of this role are to;

- maintain knowledge of relevant statute, national/international legislation policy and apply as appropriate.
- be responsible for the development and update of the Major Incident Response Plan.
- help co-ordinate the response in an emergency during and outside of normal office hours.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Organise and direct the functions of the C3 Committee.
- Advice Government on any matters relating to civil contingencies and emergencies of all kinds.
- Coordinate the roles and activities of government departments, agencies, authorities, companies, and other persons in response to a civil contingency.
- Organise and conduct exercises for the rehearsal and testing of civil contingency plans.
- Work in close partnership with the HM Government of Gibraltar's Press Office.
- Manage the response to severe warnings.
- Form part of the GCC membership and support ExCo.
- Form part of the Platinum Level Command as and when required.

- Ensure commitments for emergency planning are fulfilled as defined by the Civil Contingencies Act 2007.
- Ensure HM Government of Gibraltar is prepared to respond to an incident through its on-call system.
- Work closely on emergency preparedness and business continuity with key stakeholders and partner agencies.
- Liaise and communicate effectively with colleagues, other departments, and outside agencies.
- Assist the risk assessment process jointly with other agencies.
- Ensure HM Government of Gibraltar's Crisis Management Room is appropriately set-up, maintained, and ready for use at any time ensuring systems are compatible across the organisation and with multi-agency partners.

## PERSON SPECIFICATION

| <u>CRITERIA</u>        | <u>ESSENTIAL</u>   | <u>DESIRABLE</u> |
|------------------------|--|------------------|
| <b>Qualifications:</b> | <p>Applicants must possess:-</p> <p>A qualification in, or working towards Emergency Planning Resilience &amp; Response.</p>   |                  |
| <b>Experience:</b>     | Minimum five years' experience working in a senior management role   |                  |
| <b>Knowledge:</b>      | <p>Understanding of command, control and coordination requirements including competence to fulfil the necessary roles of a tactical leader for the organisation.</p> <p>Able to advise strategic leaders regarding their roles and commanding relevant resources as may be necessary from any one or all of the C3 members in response to a significant incident or emergency.</p> <p>Knowledge or experience of having developed and delivered live and table top major incident exercises to test existing plans.</p> <p>An understanding of the roles and responsibilities of local government in relation to all other category 1 and 2 responders.</p> <p>Experience of representing an organisation at multi-agency strategic coordinating group (Gold) in an emergency.</p> <p>Experience of designing, managing and delivering training programmes and interservice emergency exercises.</p> <p>In-depth knowledge of emergency services' operational procedures in emergency situations.</p> <p>Experience of successful management at a senior/strategic level and developing and leading high performing teams.</p> |                  |

|                                |   |  |
|--------------------------------|---|--|
| <b>Knowledge:<br/>(Cont'd)</b> | Experience of managing and controlling budgets, resources and funding.  |  |
| <b>Key Skills:</b>             | <p>High level of verbal and written communication skills, sufficient to engage with employees, managers and partners.</p> <p>Excellent analytical skills with an aptitude for developing innovative solutions to complex issues.</p> <p>Can encourage the application of new ideas, contribute to strategic planning and manage change.</p> <p>Confidence, resilience and ability to work under pressure.</p> |  |
| <b>Other requirements:</b>     | <p>Ability to travel</p> <p>Willingness to work flexibly</p>  |  |