



PUBLIC NOTICE

VACANCY FOR EMERGENCY PLANNING OFFICER

The Police Directorate has an opportunity for an experienced/qualified individual to fill the vacant post of Emergency Planning Officer.

The successful candidate will work with the Emergency Planning Manager to prepare, deliver, implement and test emergency planning and island business continuity to mitigate the effects of any major incident or emergency.

Duties of the post will include but not limited to:

- Develop and improve existing and new emergency planning work with service areas and external employers, to identify and develop, official guidance, procedures and best practice;
- Develop, prepare and deliver emergency planning and continuity training to St Helena Government staff and other appropriate agencies;
- Prepare and implement a testing and exercise programme to assess readiness for any major incident or emergency.

Prospective candidates should have at least:

- GCSE Mathematics and English at Grade C or above or equivalent;
- Emergency Planning Qualifications i.e. Tactical Emergency Management, Writing Emergency plans;
- Clean drivers licence in Class A.

Suitable candidates are also expected to have a minimum of 2 years previous experience of working in the Emergency Services.

Salary for the post commences at Grade D1 which is £11,598 per annum.

For further information about the duties of the post and for a copy of the job profile, interested persons can contact Simon Wade on telephone no. 25215 or email simon.wade@helanta.co.sh or Ian Johnson on telephone no. 25052 or email ian.johnson@helanta.co.sh.

Application forms can be obtained from The Police Directorate and should be submitted through directors, where applicable, to Anya Richards, Ogborne House, Jamestown or e-mail: anya.richards@sainthelena.gov.sh by no later than 4pm on Monday 22 January 2018.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Police Directorate

8 January 2018