



## PERSON SPECIFICATION

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<b>Post Title:</b>	Emergency Planning Officer
<b>Portfolio:</b>	Safety, Security & Home Affairs
<b>Responsible to:</b>	<i>Head of Emergency Planning</i>
<b>Responsible for:</b>	<i>None</i>
<b>Grade:</b>	D

### Job Purpose

To work with the Emergency Planning Team to prepare, deliver, implement and test emergency planning to mitigate the effects of any major incident or emergency.

### Main Duties and Responsibilities

1. Working with the Head of Emergency Planning, assisting with the preparation and implementation of response, evacuation and contingency plans in the event of a major incident, major incident standby or emergency.
2. Assisting with the development and improvement of existing and new emergency planning work with service areas and external employers, to identify and develop, official guidance, procedures and best practice.
3. Assisting with preparation and deliver emergency planning and continuity training to St Helena Government staff and other appropriate agencies as per the Emergency Planning departments Multi Agency training schedule.
4. Where appropriate, to develop Service Level Agreements with other key employers on St Helena to enable a resilient response to major incidents.
5. Assisting in the co-ordination the SHG/Island response to emergencies and to co-ordinate with other agencies, as necessary.
6. To undertake research, prepare reports and presentations, for any stakeholder/appropriate agencies, events on emergency planning matters e.g present to Governor, Chief Secretary, ExCo, private agencies and members of the community.
7. To maintain knowledge of current emergency planning risk management, legislations, policies, procedures and guidelines within SHG and elsewhere such as the UK.
8. Work with the Airport Operator and other stakeholders such as Connect St Helena, Solomon & Company and SURE to develop a strong professional relationship, inter-agency working and a coordinated response to emergencies.
9. Assist with that maintenance and management of the Island Risk Register and associated Plans.



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10. Assist the Head of Emergency Planning with the coordination, facilitation and running of the St Helena Resilience Forum Sub-Groups, producing agenda's, minutes and follow up designated actions from meetings.
11. Provide advice and guidance to all levels of command, as well as having a key role in the response to major emergencies including providing hands-on support where needed.
12. Assist with maintaining the Major Incident Trailer, mortuary and associated equipment.
13. Assist the Head of Emergency Planning with procurement and processing of payments for the Emergency Planning Department.
14. Co-ordinate and facilitate various training requests from stakeholders such as but not limited to HM Coast Guard, MCA, UKHSA, IPAS.
15. To proactively develop and implement innovative and engaging methods of communication to effectively educate and inform St Helena Government staff, stakeholders, and the wider public on emergency planning, incident response, and key information, ensuring messages are accessible, clear, and impactful.

### Special Conditions

- Some working out of normal hours, especially during Emergency Incidents this includes being on-call on a rotation basis
- Work in adverse weather conditions, including situations at night where there is poor visibility
- Dealing with traumatic situations i.e. tragic deaths etc.
- Dealing with irate and stressed members of the public.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

### Core Competency Framework

Competency	Level
<b>Professional Development:</b> Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status	iii
<b>Planning &amp; Delivery of Work:</b> Manages own work activities so that work is delivered in an efficient and productive way. Ensures quality or service standards required are maintained. Ask questions to clarify expectations when necessary. Keeps relevant parties informed on the progress of a plan or programme	ii



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Competency	Level
<p><b>Analysis and use of Information:</b>  Identifies and uses various sources of evidence to support outputs.  Uses evidence to evaluate policies, projects and programmes.  Works confidently with data before making decisions: e.g. interpret trends, issues and risks.  Establishes underlying causes of problem.  Considers options before deciding solution.</p>	iii
<p><b>Decision Making:</b>  Solves problems that have significant short-term implications for the organisation.  Assesses the impact of decisions.  Identifies causes rather than just symptoms to inform solutions.  Uses trends and patterns in information for evidence based decisions.  Confident in making decisions within policy guidelines  Assembles available knowledge to ensure evidence based decisions.</p>	iii
<p><b>Working with Others:</b>  Informs, consults and influences others using a range of communication mechanisms.  Engages with others to gather information  Shares and implements good practice with others  Works with senior management and other stakeholders</p>	iii
<p><b>Communication:</b>  Ensures important messages are understood.  Ensures written communications are well structured and have clear meaning.  Presents information so that it has a positive impact on the recipient.  Engages well with others to understand their needs and aspirations.</p>	iii
<p><b>Influencing and Persuading:</b>  Is receptive to constructive feedback.  Expresses a difference of opinion in an appropriately controlled and constructive manner.  Supports team members working on the same or related work activities.  Seeks clarification to ensure requests are understood</p>	ii
<p><b>Dealing with Change:</b>  Supports individuals in their team through periods of change.  Listens and responds to constructive feedback.  Initiates new ways of doing things.  Recognises and deals with obstacles to change.  Promotes goals or new initiatives to others.</p>	iii
<p><b>Continuous Improvement:</b>  Makes business and efficiency improvements through use of appropriate systems and tools.  Able to coach and develop individuals  Shares knowledge and experience with others  Manages own development and performance  Learns lessons from both successes and failures</p>	ii
<p><b>Managing Resources:</b>  Promotes and enforces appropriate business rules.  Deals with varied situations with limited guidance.</p>	ii



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Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
GCSE Math's and English at Grade D or above (or equivalent)	E	✓	
Clean driver's license in Class A	E	✓	
Emergency Planning Qualifications	D	✓	
Achieve relevant Emergency Planning Qualifications, for example Tactical Emergency Management, Writing Emergency plans etc., within 2 years	E		✓
<b>Knowledge &amp; Experience:</b>			
Previous experience of working with the Emergency Services	D	✓	
Knowledge of emergency planning legislation and processes	D		✓
<b>Skills and Abilities:</b>			
Communicates ideas and information effectively, both verbally and in writing. Use appropriate language and a style of communication that is relevant to the situation and people being addressed	E	✓	✓
Capable of persuading and influencing others in a variety of situations	E		✓
Recognises the importance of partnership working and consultation and able to establish and maintain effective relationships with others.	E		✓
Able to plan, organise and manage your own work to effectively achieve organisational goals and meet defined deadlines	E	✓	✓
Able to gather information from a range of sources to identify problems, draw logical conclusions, make effective decisions and initiate new ideas when required	E	✓	✓
Reliable, resilient, able to recognise the need for change and is willing to adapt.	E		✓
Ability to assimilate information quickly and make reasoned judgements, especially in high pressure situations.	E		✓
Be prepared to attend relevant courses to gain qualifications in Emergency Management at the Emergency Planning College in the UK if funding is available.	E		✓
Ability to remain calm under pressure and in intense emergency situations.	E		✓
Producing concise and detailed reports taking into account relevant information.	E		✓
Proficient in IT skills i.e. Microsoft Office, PowerPoint, Word & Excel	E	✓	
To maintain confidentiality in line with best practice	E		✓
Applicants should be physically fit	D	✓	
<b>Other:</b>			
Willingness to work flexibly	E	✓	✓



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Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	✓	✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	✓	✓

### Our Values

#### **FAIRNESS**

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### **INTEGRITY**

We communicate openly and we are honest, accountable and ethical.

#### **TEAMWORK**

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

#### **Operationally Competent**

To meet operationally competent requirements these personal qualities need to be routinely demonstrated.

#### **Leading Change**

- Being positive about change
- Adapting rapidly to different ways of working
- Flexible and open to alternative approaches to solving problems & encourages flexibility in others.
- Take an innovative and creative approach to solving problems
- Constantly looks for ways to improve service delivery and value for money
- Making suggestions for change and encouraging others to contribute ideas

#### **Leading people**

- Recognises when colleagues are becoming de-motivated and provides encouragement and support
- Gives honest and constructive feedback to help people understand strengths and weaknesses
- Identifies areas for development



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- Coaches and guides other agencies' team members

### **Managing performance**

- Plans and organises tasks efficiently to maintain and improve performance
- Monitors own delivery to ensure tasks have been completed to the right standard
- Understands the organisation's objectives and priorities and how own work fits in
- Manages multiple priorities, thinking things through in advance, balancing resources and coordinating activity to complete tasks within deadline.

### **Professionalism**

- Acts with integrity, in line with the values and ethical standards of the St. Helena Police Service
- Demonstrates courage and resilience in dealing with difficult and potentially volatile situations
- Acts on own initiative to address issues
- Shows a strong work ethic and demonstrates extra effort when required
- Remains calm and professional under pressure
- Takes ownership for resolving problems
- Upholds professional standards, acting as a role model to others and challenging professional conduct or discriminatory behaviour.
- Asks for and acts on feedback, learning from experience and continuing to develop own professional skills and knowledge
- Able to defuse conflict.

### **Public Service**

- Demonstrates a real belief in public service, focussing on what matters to the public and what best serves their interests.
- Understands the expectations, changing needs and concerns of different communities and strives to address them.
- Understands the impact and benefits of their work in the community and identifies the best way to deliver services to them.
- Builds public confidence by talking with people in local communities to explore their viewpoints and break down barriers.
- Develops partnerships with other agencies to deliver the best possible overall service to the public.