



**St Helena
Government**

VACANCY

Emergency Planning Officer (Safety, Security & Home Affairs Portfolio)

The Emergency Planning Officer will work within the Emergency Planning Team to prepare, deliver, implement and test emergency plans and business continuity arrangements to mitigate the effects of a major incident. The person will also fulfill the role of Control Room Operator within the Joint Emergency Services Control Center during periods of staff absence or high demand (this will involve shift work).

The successful individual needs to be reliable, have good planning, communication and organisational skills and have the ability to make effective decisions.

Applicants should have the following qualifications and/or demonstrable experience:

- GCSE Math's and English at Grade C or above (or equivalent) (If applicants do not have these qualifications they will be required to successfully pass a Functional Skills assessment in Maths and English as part of the selection process).
- Clean driver's license in Class A
- Proficient in IT skills i.e. Microsoft Office.
- Experience of planning and organising their own work and gathering information to identify problems and make effective decisions.

We offer the following:

Salary: £11,598 per annum as per the Emergency Planning Cadre Level D

Leave: 30 days per annum

Pension: 15% pension contribution into approved defined contribution pension scheme

Paid Sickness Absence

Training opportunities (online and overseas)

Uniform Provided

Further information about the duties of the post and a copy of the job profile, interested persons should contact:

Simon Wade (Emergency Planning Manager — simon.wade@helanta.co.sh), on telephone number 25215 or Anél O'Bey (Deputy Emergency Planning Manager—anel.obey@helanta.co.sh) or Christine Connor (JESCC Manager — christine.connor@sainthelena.gov.sh)

To access the **Job Profile** and **Application forms** online visit www.sainthelena.gov.sh/government/vacancies or alternatively, both are available from: Central Human Resources & Organisational Development. Applications should be submitted through Directors, where applicable, to Anya Richards, Human Resources Officer, the Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Wednesday, 15 March 2023**.

To be considered for this role, you must complete our application form. Failure to do so will mean that your application will not be considered. Please do not submit your CV.

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.

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.

Benefits are subject to change and may only apply to certain roles.