

# Recruitment Information Pack



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**  
Working together for a safer Scotland

## CIVIL CONTINGENCIES OFFICER

VACANCY REF:	SFRS02135
CONTRACT STATUS:	Permanent
GRADE:	5
LOCATION:	ICT Centre of Excellence & Offices
DEPARTMENT:	Operations, Service Delivery
SALARY:	£32,038 - £35,322
HOURS:	Part Time (Flexible)
CLOSING DATE:	02 August 2022

The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

If you have any further questions, please contact the Workforce Planning and Resourcing Team on 01698 402551 or email [SFRS.PODVacancies@firescotland.gov.uk](mailto:SFRS.PODVacancies@firescotland.gov.uk).



**MENTAL  
HEALTH  
AT WORK  
COMMITMENT**



# JOB DESCRIPTION

<b>JOB TITLE:</b>	Civil Contingencies Officer		
<b>DEPARTMENT:</b>	Civil Contingencies		
<b>RESPONSIBLE TO:</b>	Station Commander, Operations (Civil Contingencies)	<b>GRADE:</b>	5

*N.B. Please note that whilst this job description is indicative of the nature and level of responsibilities associated with this role, it will be subject to change as the role naturally evolves.*

## **ROLE OVERVIEW**

To develop and implement arrangements for all internal and external stakeholders involved in emergency preparedness within the remit of Scottish Fire and Rescue Service, ensuring that key players can fulfil their operational roles and responsibilities.

Guide and advise Scottish Fire and Rescue Service Senior Officers on Business Continuity issues.

Implement the requirements of the Civil Contingencies Act 2004 and subsequent legislation and regulations.

## **KEY CONTACTS**

In the course of their duties the post holder will be required to plan, coordinate and share information with multi-agency partners and will report to the Station Commander, Civil Contingencies, as appropriate.

## **FUNCTIONAL RESPONSIBILITIES / KEY TASKS**

- Develop, formulate and deliver current major emergency and resilience plans, subsequent development and review including internal and external response mechanisms and protocols
- Design and delivery of training and exercises in relation to both multi agency plans and specific Scottish Fire and Rescue Service policies and procedures. To facilitate both multi agency and service specific debriefs in order to capture lessons identified and share best practice
- Develop and maintain partnerships with all levels of operational officers within the Scottish Fire and Rescue Service and other Category 1 & Category 2 organisations as defined in the Civil Contingencies Act 2004. Provide information, contributing to Local and Regional Resilience Partnership Plans, in order to achieve appropriate multi-agency planning, preparation and co-ordination
- Provide specialist knowledge and expertise for the Scottish Fire and Rescue Service and its partners on matters related to Civil Contingencies & Resilience and their effective delivery. To advise and make recommendations on changes in policy and improvements to the lead for Civil Contingencies & Resilience within the local service area
- To carry out their duties in accordance with relevant regulatory professional and statutory requirements and the fire service core values and beliefs
- Conduct horizon scanning in order to keep up to date with the latest emergency planning and business continuity news and matters at local and national level, through research that will affect civil contingencies planning or business continuity and report formally or informally to managers at all levels as appropriate and necessary

- To chair and attend meetings and forums linked to Resilience Partnerships, representing the Scottish Fire and Rescue Service as detailed in the General Information Note (GIN) on Regional Resilience Partnership Support Arrangements
- To contribute to and where appropriate lead, the relevant resilience partnership groups assessing risk and preparedness in a multi-agency context

### **MANAGEMENT RESPONSIBILITIES**

The post holder will be responsible for the effective management of their time and workloads as determined by their contract and supervisory management. Supervisory management responsibility for the post is structured through the Response and Resilience Directorate. The post holder is required to liaise closely with Local Senior Officers to ensure that local organisational and partnership objectives are met.

### **ADDITIONAL INFORMATION**

#### **Criteria**

##### **Essential Criteria**

- Commitment to study towards and achieve a Professional Development Award (PDA) in resilience management – level 7
- Ability to produce reports and analyse information using Microsoft office packages
- Awareness of confidentiality and an understanding of how it applies in the workplace, specifically in relation to civil contingencies/resilience
- Experience building and maintaining relationships with other agencies
- Demonstrable experience of active participation in multi-agency meetings
- Experience of development and delivery of presentations

##### **Desirable Criteria**

- Demonstrable Knowledge and understanding of the Civil Contingencies Act 2004
- Project management experience
- Knowledge and understanding of business continuity management
- Experience of partnership working
- Relevant experience within a category 1 response environment

##### **Post-Specific Criteria**

- Ability to work flexibly across Service Delivery areas where necessary
- Ability to travel to remote/rural locations essential
- Occasional need to travel/overnight stay away from home
- May require occasional evening work

### **THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED WITHIN THIS ROLE:**

#### **Commitment to Diversity and Integrity:**

- Demonstrates a fair and ethical approach in all situations
- Demonstrates confidentiality

#### **Openness to Change:**

- Proactively supports change, adjusting approach to meet changing requirements

**Confidence and Resilience:**

- Maintains a confident, controlled and focused attitude in highly challenging situations

**Working with others:**

- Works effectively with others
- Leads, involves and motivates others

**Effective Communication:**

- Excellent interpersonal skills
- Ability to communicate effectively both orally and in writing

**Commitment to Development:**

- Committed and able to develop self, individuals, teams and others to improve organisational effectiveness

**Problem Solving:**

- Understands and applies relevant information to make appropriate decisions and create practical solutions

**Situational Awareness:**

- Has an active awareness of environment to promote safe and effective working
- Evidence of a thorough knowledge of fire and community safety issues

**Commitment to Excellence:**

- Leads others to achieve excellence by the establishment, maintenance and management of performance requirements

**Planning and Implementing:**

- Ability to prioritise own workload and work on own initiative
- Creates and implements effective plans to manage workload in line with organisational objectives and priorities

**GENERAL RESPONSIBILITIES**

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.

- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures.

# TERMS and CONDITIONS

<b>JOB TITLE</b>	<b>Civil Contingencies Officer Service Delivery</b>
<b>LOCATION</b>	<b>ICT Centre of Excellence &amp; Offices</b>
<b>CONTRACT STATUS</b>	<b>Permanent</b>

## **HOURS OF WORK**

This is a part time post working 24 hours per week, however applications from individuals seeking to work on a flexible working basis would be considered.

The standard work pattern for support staff is as follows;

Tuesday – Thursday     0830 – 1700

There is a 30-minute unpaid lunch per day.

## **PAY**

The salary range for this role is £32,038 - £35,322.

Salary on appointment will normally be on the bottom point of the salary scale, with progression subject to regular review in line with the SFRS performance appraisal arrangements. A higher salary placing will be considered in exceptional circumstances subject to experience demonstrated.

Your salary will be paid monthly, directly into your bank account. Salaries are paid on the second last day of each calendar month unless this falls on the weekend, in which case it will be paid on the Friday.

## **PENSION**

This post is pensionable.

Her Majesty's Revenue & Customs have set limits on the tax relief on your pension. Where your pension entitlements increase and these exceed the tax relief limits set, you will have to pay tax on the excess. There are two thresholds to be aware of. One of which is known as the Annual Allowance (AA) which permits a maximum increase in the value of your pension in a given year. The other is the Lifetime Allowance (LTA) which limits the total value of your overall pension pot. If either of these thresholds is breached, this may lead to an increased tax liability.

Applicants seeking promotion should therefore recognise the potential for any substantial increase in pensionable pay to result in an additional tax liability.

The calculation of your pension pot is subject to a complex calculation that allows for factors specific to each employee to be taken into consideration. It is therefore not possible, or appropriate, for SFRS to issue you with advice on this. All applicants are advised to take the effects of the AA or the LTA into consideration when applying for promotion.

If you are concerned that you may exceed these limits if you are successful in applying for a promotion, it is strongly recommended that you seek independent financial advice in respect of the potential impact of this upon your personal financial position.

Advice on Pensions and Taxation can also be accessed through the following links:

[Tax on your Private Pension](#)

[Scottish Public Pensions Agency](#)

**ANNUAL LEAVE**

The standard annual leave entitlement for full time employees (working over 5 days) is 26 days per annum, rising to 32 days after five years continuous service.

**PUBLIC HOLIDAYS**

There are 6 fixed public holidays, designated by the SFRS for support staff.

# THE SELECTION PROCESS

## **ONLINE APPLICATION**

Please ensure that you complete the on-line application as fully as you can. It is important that you demonstrate how you meet the essential and desirable criteria outlined within the Job Description.

## **SHORTLISTING**

The SFRS evaluate candidate suitability for a role by assessing your knowledge, experience and skills in relation to the criteria for the role and the Personal Qualities and Attributes (PQAs) detailed within the Job Description. You need to be clear and specific about your skills and experience as only the most suitable applicants will be selected for interview based on the evidence provided in the application.

## **INTERVIEW**

PQAs measure the underlying attitudes and behaviours upon which good performance lies. To ensure you are in the best position to perform to your highest standards during our selection process, make sure you review the PQAs outlined in the Job Description, and have prepared examples of times you have successfully demonstrated these behaviours in the past. PQAs are sometimes referred to as 'competencies': for tips on how to prepare you may wish to conduct an internet search e.g. "preparing for a competency-based interview".

## **OFFER**

If successful we will issue an offer of appointment.

## **DISABILITY**

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

"Essential criteria" means you must meet the essential criteria as detailed in the advert and job description. This will be specific to each role and may include a minimum level of role/grade, relevant qualifications, skills or experience, essential to the role.

As part of the application, you will be given the opportunity to specify your disability/SpLD and outline any special requirements or reasonable adjustments you require.

## **DIVERSITY MONITORING**

The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity questionnaire will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

## **KEEPING IN TOUCH**

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.