### Business Continuity & Resilience Co-ordinator

**Based at: Service Headquarters, Portishead**

**Contract: Permanent**

**Hours: 37 hours per week**

**Salary: Hay 8 (£26,446 - £29,174) per annum**

**Closing date: Noon on Friday 22nd July 2022**

An exciting opportunity has arisen to join Avon Fire & Rescue Service as a Business Continuity & Resilience Co-ordinator. We’re looking for someone to provide support to, and work with, a range of service managers to achieve the effective delivery of Business Continuity and Local Resilience Forum (LRF) workstreams, which may include the review or development of risk information, business continuity and multi-agency plans, exercises and debriefs.

The successful post holder will work with the Business Continuity Manager to ensure that business continuity planning is embedded in the organisation through the business continuity lifecycle, ensuring plans are developed, reviewed and tested in line with the Service Business Continuity Management Policy. This may include advising managers on risk information, developing effective plans and supporting testing and exercising of business continuity plans.

The Business Continuity & Resilience Co-ordinator will maintain an awareness of current national and local risks, and work closely with both LRF partner agencies and internal stakeholders, such as business continuity leads, corporate risk managers and the community risk management team, to assess and analyse data, share information and raise awareness of emerging risks to support effective mitigation and planning.

You will also support the design, planning and delivery of workshops, training, exercises and presentations to a range of staff on Civil Contingencies, LRF and Business Continuity to promote effective business continuity and resilience planning.

In order to be considered for the position, it is essential that you have a Level 4 qualification in Emergency Planning, Risk Management or similar discipline, or equivalent level of relevant experience. You must also have experience of working with multiple stakeholders, both internal and external, in an administrative or project management environment. It is important that you have proven organisation skills and the ability to manage and prioritise work to comply with agreed deadlines and with minimal supervision.

It is also vital that you are a good communicator, with the ability to deal effectively with stakeholders via email, telephone, in-person meetings and video conferencing.

In return, we will offer you 25 days annual holiday (plus public holidays), enrolment into the Local Government Pension Scheme, and access to our Cycle to Work scheme. Based at our newly developed Headquarters in Portishead, surrounded by a nature trail and memorial garden (for those quiet moments), you will also have access to kitchen, restaurant and coffee bar facilities, multi-gym, sports hall, and free parking.

Please note - as this post is based at our new Headquarters which we share with Avon & Somerset Police, the successful applicant will be required to undergo a security clearance check.

To see the full duties of the role and candidate criteria required please see the job description provided.

**How to apply:**

The job description and application is available to download on our website https://www.yesyoucan.careers/. Once you have read the job description please complete the application form telling us how you meet the requirements of the role - tell us how your skills, qualifications and experience match those required for this role, and provide examples wherever you can. The information you give us will assist us in our shortlisting process.

Completed applications must be submitted to Human Resources, Avon Fire & Rescue Service, Police & Fire Headquarters, PO Box 37, Valley Road, Portishead, Bristol BS20 8JJ by the closing date and time. Alternatively, you can email your application to recruitment@avonfire.gov.uk. Late applications will not be accepted.

Please quote job reference number **1508** [JD number] on any communications. Thank you.