

Business Continuity Manager (Band 7)

Recruitment Profile - This is a summary of the Job Description and Person Specification



Blood and Transplant

About the Role

In this role with the Business Continuity team, your duties will include:

- Liaising with internal and external stakeholders in support of plan preparation, training and exercising and undertake project work as necessary.
- Managing the day-to-day Resilience and Emergency Preparedness (Business Continuity and Emergency Planning) requirements of NHSBT.
- Ensuring compliance with legislation, DHSC requirements, adopted standards, and best practice, to deliver an integrated approach.
- Providing highly developed specialist Business Continuity and Emergency Preparedness knowledge to all levels of staff and external stakeholders including ongoing advice, training, and support.
- Liaising and communicating effectively with internal and external stakeholders, both informally and representing NHSBT at formally constituted external groups communicating complex, sensitive or contentious information.
- Being able to adapt to changes in a positive manner and to stimulate the acceptance of change in others at all levels within the organisation.

On occasion, you will be required to travel and spend time away from base, which will involve working irregular hours and overnight stays when required, with prior notice.

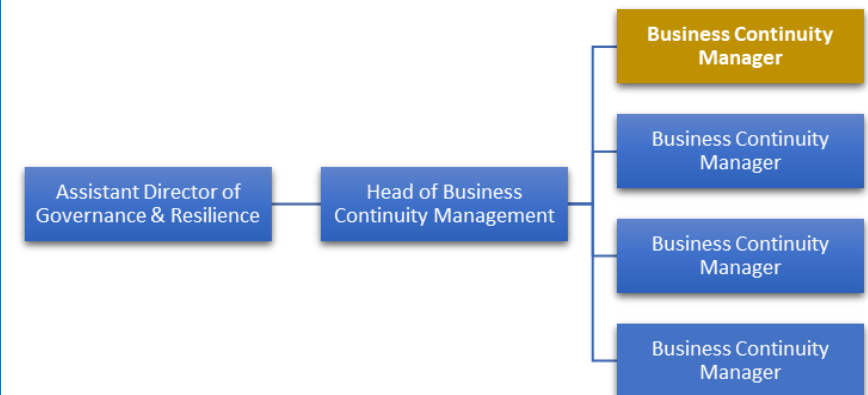
You will participate in an on-call out of hours rota which may include evening, weekend or public holiday working.

About Us

Our three core principles are critical to our service, guiding everything we do and inspiring us to be the best.

- We **care** about our donors, their families, the patients we serve, and our people.
- We are **expert** at meeting the needs of those who use our service and those who operate it.
- We provide **quality** products, services and experiences for donors, patients and colleagues.

Organisation Structure



About You - This section details the personal attributes we require for this role. You will need to demonstrate these throughout the recruitment process

Behaviours and Values

- **Communicating** – Friendly and approachable, able to relate to staff, donors, and patients from all backgrounds, promoting NHSBT positively.
- **Collaborating** – Know the importance of your own behaviour and body language when communicating and working with others.
- **Leading** – Professional in matters of confidentiality, security, integrity, honesty, performance, attendance, and appearance
- **Customer focused** – Demonstrate and promote high standards of quality customer care to both internal and external customers.
- **Performing** – Able to use and act on feedback from others on your performance and behaviour to increase your own self-awareness.
- **Innovating** – Consider, suggest and be open to alternative ways of working to make continuous improvements

Experience and Knowledge

- Significant demonstrable experience of working within the field of business continuity / emergency planning, preferably within the public sector.
- Experience of drafting and implementing emergency and / or business continuity plans.
- Experience of providing leadership and guidance during major incidents and emergencies
- Experience of implementing change and service improvement in the public sector.
- Experience of planning and facilitating emergency preparedness exercises and training.
- Experience of working in the delivery of complex projects in a multi-disciplinary environment and,
- Experience of acting as part of a highly diverse and successful team.
- Broad knowledge of the Civil Contingencies Act and ISO22301.
- Experience of working with IT such as using Microsoft Suite.

Skills and Abilities

- Communicate succinctly, clearly, and accurately in plain simple English, both verbally and in writing
- Be an effective team member who can relate to colleagues at all levels across our large multi-site organisation with tact and diplomacy.
- Motivate others, promoting a clear sense of purpose and a positive attitude to work with individuals and teams.
- Organise and prioritise own workload and where required workload of others, taking responsibility for delivering results within agreed timescales and standards within an environment of changing priorities and pressures
- Use initiative to look out for issues at work, acting quickly and calmly to focus on finding a solution and showing attention to details.

Qualifications and Training

- Educated to MSc level in relevant subject or equivalent. OR equivalent demonstrable experience.
- Hold the Certificate in Business Continuity from the Business Continuity Institute or commit to achieving it within the first year in post.
- Hold a recognised training / instructor qualification.
- Demonstrates commitment to own continued professional development (CPD).