

Business Continuity Manager (Band 7)

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

About the Role

In this role you will have three broad remits:-

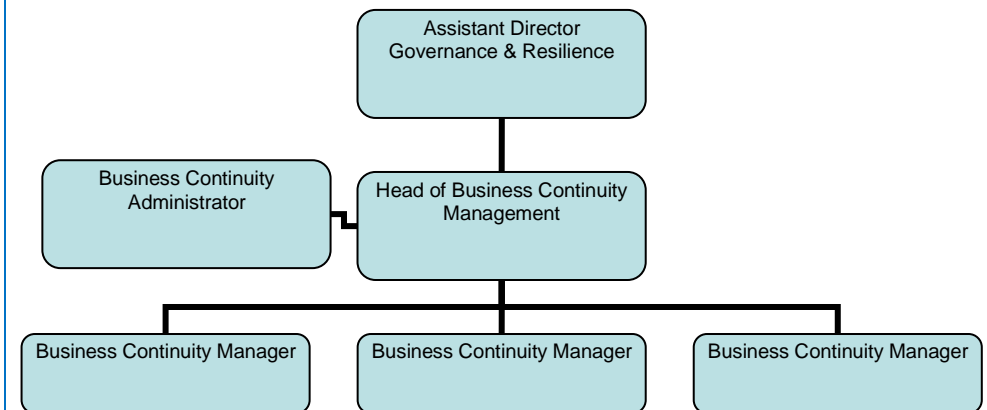
- Manage our day to day Resilience and Emergency Preparedness (Business Continuity and Emergency Planning), through giving expert advice and raising awareness of the work the Business Continuity Team carry out.
- Ensure compliance with legislation, Department of Health requirements, adopted standards, and best practice, to deliver an integrated approach. This involves helping develop a system which meets compliance, but still delivers a Business Continuity System, which works for the organisation.
- Liaise with internal and external stakeholders in support of plan preparation, training and exercising and undertake project work as necessary, through developing interesting and realistic scenarios to exercise our plans.

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

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

This post will require security check level clearance

Organisation Structure



About Us

Our **Core Purpose** is to demonstrate our **values** every step of the way, to save and improve more lives than ever

Our **ambition** is to be the best organisation of our type in the world by living our **values** every day

Our **Core Values** are: **Caring** about our donors, their families, our staff and the patients we serve; Being **Expert** in meeting the needs of our external and internal customers and partners; Providing **Quality** products, services and experiences for donors, staff and patients

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 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 delivering complex projects and implementing change and service improvement, preferably in the public sector
- Experience of planning and facilitating emergency preparedness exercises and training
- Experience of providing leadership and guidance during major incidents and emergencies
- Broad knowledge of the Civil Contingencies Act and ISO22301
- Experience of working with Information Technology using Microsoft Office packages (Word, Excel and PowerPoint)

Skills and Abilities

- Managers Communicate succinctly, clearly and accurately in plain simple language, both verbally and in writing
- Be an effective team member who is able to relate to colleagues at all levels across our large multi-site organisation with tact and diplomacy
- Motivate others to help develop the Business Continuity System, promoting a clear sense of purpose and a positive attitude to work with individuals and teams
- Follow given instructions and ensure the services you provide are in line with standard processes and good practice, showing attention to detail
- 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

Qualifications and Training

- Educated to MSc level in relevant subject or equivalent qualification / experience
- Possession the Certificate in Business Continuity from the Business Continuity Institute, or willing to commit achieving this within the first year in post
- Membership of a relevant professional body e.g. Business Continuity Institute or Emergency Planning Society would be desirable
- Possession of a recognised audit qualification e.g. ISO9001, or, ISO22301 would be desirable
- Demonstrates commitment to own continued professional development (CPD)
- Possession of a valid driving licence, allowing you to drive in the UK would be desirable