

Job Description

Title: Business Continuity Lead

Band: 6

Staff Group: Corporate Services

Reports to: PHU EPRR Lead

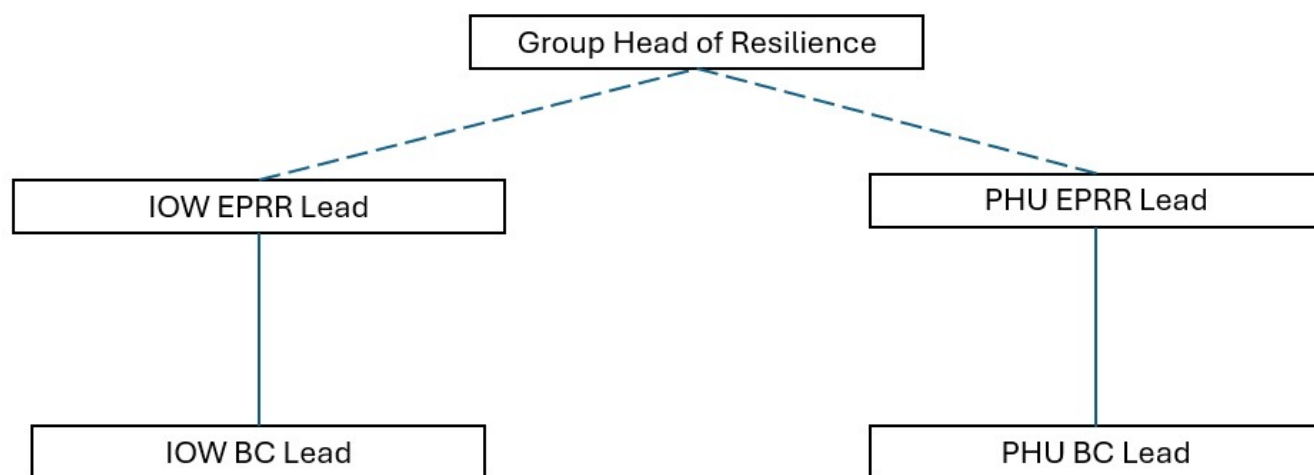
Job Purpose:

The holder of this Band 6 role will deliver the programme of Business Continuity (BC) for the organisation, working within the Trust EPRR team and alongside equivalent roles at partner organisations, to strengthen the Trust's emergency preparedness, resilience and response (EPRR) arrangements.

They will provide project management of BC, working and supporting Divisional BC leads to embed preparedness against disruption at the frontline for all services. They will coordinate these activities across services and Divisions to build a broader depth of interdependent preparedness. They will drive continuous improvement and establish robust assurance of local plans through collaborative planning, training and exercising.

This role as part of the EPRR team also champions a culture of resilience across the Trust.

Organisational Chart



Trust Organisational Expectations

The Business Continuity Lead for Portsmouth Hospitals University NHS Trust (PHU) provides subject matter programme management across the Acute organisation to ensure statutory compliance with the Civil Contingencies Act (2004) and NHS EPRR Core Standards requirements.

The role will provide leadership to the design and delivery of the Trust BC programme, aligned with partners at the Isle of Wight NHS Trust, within the overall Group structure. They will take ownership in ensuring organisational compliance, assurance, programme delivery, and continuous improvement of the BC programme, ensuring local plans are owned, current, tested and aligned to ISO22301 standards.

Additional Information

 Management Essentials We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers. This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust. Please click here for further information on the Management Essentials programme.	 Leadership Insights Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership. If, this is of interest to you, you will be able to enrol upon commencement with the Trust. Please click here for further information on the Leadership Insights programme.
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Communications and Working Relationships

The role will coordinate with Category 1 and 2 partners and other agencies across the Hampshire & Isle of Wight Local Resilience Forum, and within the health sector including the Integrated Care Board and NHS England; ensuring integrated planning, risk management and effective incident response.

Leadership and Governance

- Working within a specialist team in driving forward an ambitious programme of delivery of ever-improving standards of resilience against disruption at PHU.
- Provide incident support and preparedness assurance to the EPRR Lead, the Group Head of Resilience, and more broadly to key decision-makers for the organisation
- Ensure alignment with statutory obligations, NHS planning requirements and system objectives.

Partnership and Collaborative Working

- Working with a wide range of organisational partners to champion and embed Business Continuity at all levels.
- Contribute effectively to collaborative working across health sector providers and other partners, to ensure consistent organisational preparedness.

- Support clinical and operational partners to embed resilience, learning and risk mitigation in frontline service delivery.

Operational Delivery and Risk Management

- Support the EPRR teams long-term strategic planning and delivery of BC programme workstreams through supported delivery of planning, training and exercising, ensuring arrangements are forward-looking and aligned to emerging risks and national priorities.
- Ensure systems for lessons learned, debrief, assurance and improvement following Business Continuity disruption are embedded and reported.
- Support the production of formal EPRR documentation including compliance of core standards, plans, policies, risk assessments, performance reports and briefing papers.

Financial and Resource Management

- Contribute to management of allocated programme budgets, business cases and procurement decisions to ensure compliant, value-for-money delivery.

People Leadership

- Promote a collaborative, improvement-focused culture and transfer specialist knowledge across teams.

Innovation, Research and Improvement

- Review, interpret and update BC plans, policies and procedures to reflect national policy, good practice and lessons identified, acting as the professional lead for BC within the organisation.
- Undertake audit, benchmarking and evaluation to support continual improvement and system learning.

Person Specification

Qualifications

Essential

- Educated to degree level in Business Continuity or relevant subject area, or able to demonstrate at least 2 years specialist knowledge acquired through substantial leadership experience in emergency preparedness

Desirable

- Level 4 Diploma in Health Emergency Preparedness, Resilience and Response (DipHEPRR) or equivalent specialist qualification/experience working towards
- Training or teaching qualification.

Experience

Essential

- Experience of EPRR, business continuity, incident response and NHS EPRR assurance frameworks developed through substantial exposure in NHS and multi-agency environments or equivalent sectors.
- Demonstrable experience leading BC workstreams including planning, training, and exercising.

Desirable

- Evidence of professional development in the field of EPRR and/or Business Continuity.

Skills and abilities

Essential

- Able to lead BC programme across a busy and demanding Acute Hospital situation with many competing demands on Divisional leads time and resources
- Able to design, deliver and evaluate local BC training and exercising programmes.

Knowledge

Essential

- EPRR and BC responsibilities under the Civil Contingencies Act and NHS assurance framework.
- Knowledge of business continuity methodology and organisational resilience principles.

Communication and interpersonal skills

Essential

- Strong interpersonal skills and communication skills, to collaborate constructively with internal and external partners during preparedness, training, exercises and response
- Good written skills including the ability to prepare complex documents such as BC training and exercising programmes.
- Ability to deliver high quality, clear presentations to internal and external stakeholders.
- Able to support high-pressure incident environments and maintain calm facilitation

Analytical and problem solving skills

Essential

- Able to analyse learning from incidents, debriefs and audit, and convert findings into organisational improvement actions.

IT and digital literacy

Essential

- Confident in employing digital capability for information sharing, situational awareness, and command support.
- Confident with MS Office and virtual collaboration platforms.

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: