

<b>Job title</b>	<b>Business Continuity &amp; Contingency Planner</b>
<b>Reports to</b>	<b>Airfield Manager</b>
<b>Responsible for:</b>	<b>N/A</b>

## 1. Purpose and Scope

The post holder will be responsible for the co-ordination of the Business Continuity Planning (BCP), will lead on Contingency Planning, and co-ordination of the Business Risk Register.

To ensure the co-ordination of the departments, ensuring robust review and testing of our plans are co-ordinated and carried out across Cardiff Airport & St Athan.

The post holder will co-ordinate and support all business continuity plan activities necessary to enable the organisation to manage a crisis event as well as meet compliance requirements for BCP planning

To lead on Contingency Planning and Delivery, linking in with the Local resilience forum, to ensure all plans for Cardiff Airport are tested and meet the requirements of European Aviation Safety Agency (EASA) and the Civil Aviation Authority (CAA)

The post holder must ensure clear oversight across the risk register, business continuity and emergency planning by means of auditing, testing and monitoring all plans.

The post holder will be responsible for working together with the management team and directors to ensure a co-ordinate and joint up approach to all our risk processes and documentations.

## 2. Key Accountabilities and Role Outputs

### Contingency planning

To write and implement emergency & safety development plans and reports for the testing of Cardiff Airport Emergency response planning. To organise emergency & safety exercises, and train people for emergency response operations

- Responsible for delivering the Emergency Planning function including the preparation of major and interim exercises to regularly test the effectiveness of the procedures for Cardiff Airport.
- Assist and support St Athan for planning as required.
- Maintain and deliver the Airports Emergency Response Plan (ERP), in accordance with current legislation and regulatory requirements (CAP 699 refers).
- Initiate and manage on-going modular training of the ERP to ensure full understanding across all Airport Departments, 3rd Parties and associated organisations.
- To work with the local resilience forum to ensure our plans are regularly reviewed and tested
- To work with the PR & communication team, to ensure all plans are integrated and tested.
- To ensure crisis management for PR & comms is part of the emergency planning testing program for our procedures.
- Act as secretary, and where necessary plan and coordinate, internal and external airside/airfield operations related meetings.
- Provide support to the AOM in the preparation for and conduct of both internal and external audits.

### Business Continuity Planning (BCP) & Risk Register

Work with all functional business areas to develop and maintain a corporate wide BCP program that addresses business recovery and emergency response management and keeps under constant review.

- Liaise with Managers to develop effective working relationships and documented BCP plans, ensuring ongoing review of all plans.

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- Liaise with key management to identify any gaps, set recovery time objectives and convey business needs/expectations. .
- Support the management team with all reviews of the BCP goals, objectives and scope for business plans and Crisis Management Support, ensuring reviews implemented and document for any development of BCP planning and goals.
- Co-ordinate the review of plans and testing programs off all business continuity plans.
- To input and provide guidance into any planned maintenance or works disruption, ensuring departments communicate and have robust contingency plans in place.
- To monitor, coordinate and facilitate tests and exercises on the business plans and crisis management execution
- To maintain, update and review the group risk register, regularly reviewing with managers and reporting to the FD.
- Attend risk committee meetings and report on the risk register at these meetings.

The above duties are not exhaustive and the Company may require you from time to time and in exceptional circumstances, to do further ad hoc duties within your capability and capacity.

All job descriptions are subject to regular review and the Company reserves the right to make any reasonable adjustments to this job description as required.

## 4. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout the airport. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- Adequate resources are provided for health and safety;
- Health and safety is adequately assessed, controlled and monitored;
- Our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- It shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all his employees.

## 5.Skills, Knowledge and Experience

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good level of general education including English and Maths GCSE Grade C or above.</li> <li>• Full Clean Driving Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• IOSH Managing Safely.</li> <li>• Ramp Safety Awareness.</li> <li>• Education and Training Certification (PTTLS).</li> <li>• Contingency planning qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in auditing and compliance monitoring.</li> <li>• Experience in testing business plans.</li> <li>• Experience of delivering training in a multi-skilled environment based upon company and/or regulatory body policies and procedures.</li> <li>• Experience in the development, writing and reviewing of Risk Assessments</li> <li>• A good level of general administration experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of Business Continuity Planning.</li> <li>• Knowledge of dealing with operational command structure for crisis</li> <li>• Dealing with &amp; influencing Multi Agency Stakeholders</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of developing systems on which to effectively record and disseminate information.</li> <li>• Experience of developing and refreshing all training materials to remain compliant with current legislation.</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding requirements of Business continuity planning for business</li> <li>• Understanding of the role an airport plays for a crisis.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Multi Sector Agency roles in airport environment.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Computer literate – Microsoft office applications</li> <li>• Good communication skills-verbal and written</li> <li>• Ability to understand and act consistently with the aims and objectives of the Airport</li> <li>• Able to work with the minimum of supervision and ability to prioritise</li> <li>• Proactive and determined to deliver an excellent service</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to refresh own knowledge and remain</li> <li>• compliant and update with current legislation.</li> <li>• A commitment to upholding high standards of confidentiality and integrity.</li> </ul>	
<b>General</b>	<ul style="list-style-type: none"> <li>• Highly motivated and dynamic individual.</li> <li>• High levels of trust and integrity.</li> <li>• Ability to work under pressure to achieve required outcomes.</li> <li>• Professional and confident.</li> <li>• Ability to be on operational call out rota.</li> <li>• Ability to attend airfield at short notice.</li> </ul>	