



## Person Specification

**Post Title:** Chief Operating Officer (COO)

**Reporting to:** BAPCO President & Board of Directors

Qualifications	Essential	Desirable
Experience of working with the emergency services at a senior level either as a member of or supplier to	✓	
Current full driving license	✓	
Leadership or management qualification		✓

Experience	Essential	Desirable
In depth knowledge and experience of working in the field of critical communications	✓	
Experience of or willingness to undertake training in charity management	✓	
Executive management, at least 2 years experience, working in a strategic or leadership role	✓	
Financial management and budgeting	✓	
Experience of contract management		✓
Experience of the preparation of reports at board level	✓	
Computer literacy including all aspects of Microsoft Office 365	✓	
Experience of writing articles for publication in professional journals		✓
Experience of delivering presentations to large audiences	✓	
Excellent presentation skills both verbal and written	✓	
Experience of working with the media		✓

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
A knowledge of company law or willingness to undertake training		✓
A knowledge of charity law or willingness to undertake training		✓
A knowledge of BAPCO and its activities	✓	
A knowledge of current activities in the field of critical communications	✓	

<b>Planning and Delivery</b>	<b>Essential</b>	<b>Desirable</b>
An ability to programme and deliver integrated projects	✓	
Ability to prioritise and plan one's own workload and remain outcome focused	✓	
Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations	✓	
Ability to provide and receive, convey and present highly complex, sensitive and/or contentious information to large groups, responding openly to questions to ensure full understanding and engagement	✓	
High level analytical skills and the ability to draw qualitative and quantitative data from a wide range of sources and present in a clear concise manner	✓	
Ability to analyse numerical and written data, assess verbal, written, numerical and draw appropriate conclusions	✓	
Demonstrates sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from more senior management when appropriate	✓	
Leadership, vision, strategic thinking and planning with highly developed political skills Ability to demonstrate a high level of expertise in providing senior leadership	✓	
Autonomy to undertake actions as a result of own interpretation of policy and guidance providing a source of expert advice to the organisation	✓	

<b>Values and behaviours</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to and focused on quality, promotes high standards in all they do.	✓	
Ability to operate in a value-driven style consistent with the values of the public services and specifically with the organisational values	✓	
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	✓	
Values diversity and difference; operates with integrity and openness	✓	