

Meeting the challenges

The NOS for Civil Contingencies aim to describe those activities required for the provision of integrated emergency management for events or situations, within or affecting the UK, which may threaten serious damage to human welfare, the environment or national security.

The NOS for Civil Contingencies are particularly relevant to category 1 and 2 responders e.g. police, fire and rescue services, health bodies, local authorities, environment bodies, utilities, transport, oil and chemical industries, and security providers as well as not-for-profit agencies. They are also relevant to individuals and organisations that have a role in civil protection, such as those involved in communications, social care, and business management.

Many occupational sectors with a role in civil protection do already have their own sector specific NOS. The NOS for Civil Contingencies are complementary to the sector specific NOS, hence their emphasis on integrated emergency management.

Using NOS for Civil Contingencies

National Occupational Standards can be used for a variety of purposes throughout the people management and development cycle, as well as to support team and partnership development, quality assurance and the development of organisational culture and competence. A few examples of their uses are as follows:

Recruitment and Selection

- preparing job descriptions
- writing job ads
- planning induction and initial training

Workforce Development

- specifying the skill/competence needs of an organisation
- assessing current competence
- identifying training needs

Structuring learning programmes

- linking training to business objectives
- increasing the relevance and credibility and training/learning programmes
- identifying learning opportunities in the work environment
- development of specific learning objectives
- development of content for learning programmes

Already, employer and training organisations are putting the new NOS for Civil Contingencies to practical use. For instance the Emergency Planning College/Cabinet Office are mapping their training courses to the NOS and the Emergency Planning Society are developing a professional competence framework underpinned by the new NOS.

Further information

Should you require any further information or wish to view and download any of the National Occupational Standards for Civil Contingencies then please visit www.skillsforjustice.com/civilnos

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NATIONAL OCCUPATIONAL STANDARDS FOR CIVIL CONTINGENCIES



Introduction

We have led a UK-wide cross sector project collectively through the Skills for Business network and in partnership with key stakeholders to develop National Occupational Standards (NOS) for Civil Contingencies.

These NOS have been developed by practitioners directly involved in planning for and responding to Civil Contingencies (Civil Protection). They reflect a coordinated response to help strengthen resilience across the public, private and voluntary sectors.

As a result of this work, 18 new NOS have been developed to describe core functions for preparing for, responding to, and assisting recovery from emergencies. In addition, a number of other existing NOS have been identified as relevant to this occupational area including NOS selected from

- Management and Leadership
- Managing Volunteers
- Learning and Development

National Occupational Standards

NOS describe competent performance in terms of outcomes. Today, NOS are an indispensable tool for managing a highly skilled workforce. They are used in a variety of ways to support individual and organisational development and quality assurance at all levels. They provide benchmarks of good practice across the UK.



New

Civil Contingencies NOS

CC AA1	Work in co-operation with other organisations
CC AA2	Share information with other organisations
CC AA3	Manage information to support civil protection decision making
CC AB1	Anticipate and assess the risk of emergencies
CC AC1	Develop, maintain and evaluate emergency plans and arrangements
CC AD1	Develop, maintain and evaluate business continuity plans and arrangements
CC AD2	Promote business continuity management
CC AE1	Create exercises to practice or validate emergency or business continuity arrangements
CC AE2	Direct and facilitate exercises to practice or validate emergency or business continuity arrangements
CC AE3	Conduct debriefing after an emergency, exercise or other activity
CC AF1	Raise awareness of the risk, potential impact and arrangements in place for emergencies
CC AF2	Warn, inform and advise the community in the event of emergencies
CC AG1	Respond to emergencies at the strategic (gold) level
CC AG2	Respond to emergencies at the tactical (silver) level
CC AG3	Respond to emergencies at the operational (bronze) level
CC AG4	Address the needs of individuals during the initial response to emergencies
CC AH1	Provide on-going support to meet the needs of individuals affected by emergencies
CC AH2	Manage community recovery from emergencies

Imported

Managing Volunteers NOS (UK Workforce Hub)

D1	Plan, organise and monitor volunteering activities
D2	Lead and motivate volunteers

Learning and Development NOS (LLUK)

L6	Develop training sessions
L7	Prepare and develop resources to support learning
L10	Enable learning through presentations
L13	Enable group learning

Managing Justice Services NOS (Skills for Justice)

HG4	Develop and manage multi-agency partnerships
HF14	Plan, implement and manage systems for the exchange of sensitive information, data and intelligence
HF23	Ensure an effective approach to project and process evaluation

Management and Leadership NOS (Management Standards Centre)

ML A1	Manage your own resources
ML A2	Manage your own resources and professional development
ML A3	Develop personal networks
ML B1	Develop and implement operational plans for your area of responsibility
ML B2	Map the environment in which your organisation operates
ML B3	Develop a strategic business plan for your organisation
ML B6	Provide leadership for your area of responsibility
ML B8	Ensure compliance with legal, regulatory, ethical and social requirements
ML B9	Develop the culture of your organisation
ML B10	Manage risk
ML B11	Promote equality of opportunity and diversity in your area of responsibility
ML D3	Recruit, select and keep colleagues
ML D4	Plan the workforce
ML D5	Allocate and check work in your team
ML D7	Provide learning opportunities for colleagues
ML D9	Build and manage teams
ML D11	Lead meetings
ML D12	Participate in meetings
ML E1	Manage a budget
ML E3	Obtain additional finance for the organisation
ML E8	Manage physical resources
ML E9	Manage the environmental impact of your work
ML E11	Communicate information and knowledge
ML F1	Manage a project
ML F2	Manage a programme of complementary projects
ML F3	Manage business processes
ML F12	Improve organisational performance

Health and Safety NOS (ENTO)

HSS 1	Make sure your own actions reduce risks to health and safety
HSP6	Identify, assess and control health and safety risks
HSP10	Develop and implement health and safety emergency response systems and procedures

Governance NOS (Skills for Justice)

XA1	Interrogate and use management information to inform board decisions
XA3	Review and support the management of risks for the organisation