

# **Advisory Group Chair**



**Position: Advisory Group Chair**

## **Background**

The success of the National Urban Search and Rescue (US&R) Response System (the System) is built on a foundation of a strong relationship between the Federal Emergency Management Agency (FEMA) and 28 Sponsoring Agencies. The Sponsoring Agencies, supported by Participating Agencies, affiliated members, and subject matter experts, provide over 6,000 trained rescuers strategically located across the continental United States. This unique relationship and cooperative working environment allows for this capability to be available at a moment's notice to respond to disasters on behalf of the Federal government.

Under the direction of the Strategic Group and appointed by the US&R Branch Chief to coordinate the activities of the Advisory Group and Advisory Support Group including; working with Senior Staff to assign tasks to specific Functional Groups, reviewing recommendations from the Groups, and forwarding supported recommendations to the US&R Strategic Group or US&R Branch for review and approval. The Advisory Group Chair is a voting member of the Strategic Group. The following outlines the minimum Knowledge, Skills and Abilities (KSA).

## **Knowledge – Accuracy of obtaining facts, depth and range of information to address Strategic Level issues**

- Complete and full understanding of the current USR Strategic Plan, Strategic Training Plan and TPAM
- Strong working knowledge of the FEMA US&R System, organization structures and historical information relevant to the position
- Experience as part of an Executive Management Team within your sponsoring agency or at the US&R managerial level
- Working knowledge of the FEMA US&R System structure, including operational and administrative organizations and relationships
- Solid understanding of the relationships between National Response Framework partners across the Emergency Support Functions and relationships to the FEMA US&R Program
- Strong understanding of the current FEMA US&R budget development and implementation process and impacts on Task Force preparedness and readiness.
- Working knowledge of organizational and management principles
- Experience with business and management principles involved in strategic planning, resource allocation, leadership technique, work production methods, and coordination of people and resources

### **Skills – Proficiency, expertise, or competence in a given area.**

- Communicating effectively orally and in writing as appropriate for the needs of the Sponsoring Agency Chiefs and FEMA executives.
- Established leadership skills – demonstrate strong leadership skills that allow clear guidance.
- Data analysis skills – ability to make fact-based decisions. Candidates must have the ability to understand data and metrics used to measure performance and are able to put this information in context to inform their decision-making
- Decision-making skills – requiring managers to make decisions and move responsibility for decision-making around to other parts of the Systems
- Solid analytical and research skills, monitoring/assessing performance individuals, or groups to make improvements or take corrective action
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Excellent interpersonal communication skills; ability to work with Operational, Administrative and Executive personnel

### **Abilities – performance ability to use knowledge and skills applied to the subject area**

- Setting clear goals–ability to clearly imagine a desired future state. Able to plan and prioritize activities in line with their aims to create focus for themselves and others around them.
- Managing delegation of work– will allow other personnel to do their job.
- Performance management and coaching skills – seek candidates who can give back constructive feedback and support others in their personal and professional development
- Member must have support from their Sponsoring Agency to fulfill the role that will include multiple conference calls and meetings
- Ability and historical record of completing major projects or tasks at the executive level
- Ability to communicate effectively with US&R members to provide guidance at the Strategic level
- Ability to speak and lead large groups through complex programs
- Capacity to influence and compromise
- Ability to consensus build
- Ability to actively participate in group efforts to produce the highest quality deliverables to the FEMA US&R System