

STUDENT JOURNEY SELECT COMMITTEE

BIOGRAPHY FOR INTERVIEWEE ATTENDING SELECT COMMITTEE SESSION

Please provide a paragraph which will give the Select Committee the following information. Thank you.

Name: Natasha Gibbs

Current post title: Emergency Planning Assistant

Current responsibilities: Assist the Emergency Planning staff in the preparation, production and maintenance of emergency plans in order to meet the statutory and implied requirements. Also supervising premises and other physical assets to ensure usability at all times.

Research information, compiles and maintain information schedules and drafts plans in conjunction with officers of the County and District and/or other services and bodies.

Assist in the advice to or the services of working groups involved in the production of emergency plans and other projects at County or District level.

In an emergency, implements functional activities and procedures as required and is available for call-out outside normal working hours.

Specialise in functional activities so as to assist in integration of planning at County level

Brief outline of previous posts and responsibilities:

Administration Staff and Student Ambassador – Working with the alumni group within a university, to provide information for graduates, charity work, and general database upkeep. Working with the university, to provide advice and tours to Prospective Students.

Catering Staff – Wedding
Waitress – Plate and Silver Service
Receptionist – Hotel

Any additional information you think may be relevant to the review: N/A