**ROLE PROFILE**

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| **Role Title:** | | Northumbria Local Resilience Forum [NLRF] Coordinator | **Leadership level:** | *To be determined at later phase* |
| **Post reference:** | | SS026/30335 | **Job family:** | *To be determined at later phase* |
| **Grade:** | | H | **Location:** | Force Coordination |
| **Allowances:** | | N/A | **Politically restricted post:** | No |
| **Area command / Department:** | | Force Coordination | **Vetting level:** | RV |
| **Reporting to:** | | LRF Manager | **Date accepted as a role profile:** | January 2022 |
| **Posts responsible for:** | | LRF Business Support Officer | | |
| **Part A – Job Description** | | | | |
| **Overall purpose of the role:** | | | | |
| Assist the LRF Manager in all aspects of LRF activities in the provision of technical advice as part of the Northumbria Local Resilience Forum including:   * adopting project management principles and working collaboratively with Strategic Board, Tactical Business Management Group and Task and Finish Group Chairs to deliver improvements. * act as a first point of contact for partners at LRF, regional and National level. | | | | |
| **Key responsibilities of the role:** | | | | |
| **1** | In conjunction with the LRF Manager act as one of the points of contact to provide guidance, technical information and specialist advice to the LRF, Strategic Board and Tactical Business Management Group Chairs and relevant partners at a local, regional and national level as required. | | | |
| **2** | Support and coordinate LRF members to create, coordinate and maintain an LRF Work Programme and to ensure effective delivery against the plan and report progress to LRF Strategic Board and Tactical BMG to coordinate reports on the progress of each working group and disseminate to each relevant member of the LRF, with a full briefing to each of the scheduled meetings. | | | |
| **3** | Coordinate planning, preparation and execution of operational activities on behalf of the LRF, delivering services in line with local, regional and national best practice. Assist with ensuring that all technical operations comply with local and national guidance and current best practice. To oversee the coordination and delivery of local/national consultation activities that inform plan development and drive improvement and change activities associated with policy and legislation. | | | |
| **4** | Participate in standing groups, providing advice on document development and being responsible for support if/as required. Coordinate projects in line with LRF and national best practice and project management principles, undertaking research and analysis to support the effective delivery of projects. | | | |
| **5** | Oversee the delivery of external training relating to projects and local & national policy, advice and guidance to members of the Local Resilience Forum, officers and partners, facilitating workshops and training sessions where required in conjunction with the LRF Manager | | | |
| **6** | Maintaining and developing relevant functional policies and procedures in relation to LRF operations, ensuring they are in line with current and future national policy, best practice and are compliant with all relevant UK and (where applicable) EU legislation. | | | |
| **7** | Work collaboratively and coordinate the development and maintenance of partnerships and positive working relationships with a range of internal and external bodies including DLUH&C, Cabinet Office and other LRFs. | | | |
| **8** | Assist with maintaining a detailed understanding of relevant practices and legislation applicable to the areas and liaise with other officers, departments and organisations. Maintain awareness of the social, environmental political and economic challenges in Northumbria LRF in terms of governance, stakeholders and communities. To consider the implications of legislation, emerging trends and information. | | | |
| **9** | Investigate problems and/or complaints and take the appropriate action | | | |
| **10** | Assist with the preparationof the LRF budget in accordance with the host partners financial regulations. | | | |
| **11** | When necessary represent the LRF Manager, LRF Chair and partners at local, regional and national events, raising the profile of Northumbria LRF, and providing information, updates and briefings. | | | |
| **12** | Coordinate the organising of local/national consultation activities that inform strategy development and drive improvement and change activities associated with policy and legislation. | | | |
| Any other duties within the purview of the grade | | | | |
| **Part B – Scope of contacts** | | | | |
| **Internal / External relationships:** | | | | |
| To develop and maintain internal and external relationships with LRF partners, locally, regionally and nationally. | | | | |

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| **Part C – Competencies and Values** |
| **Northumbria competencies and values framework (NCVF)** |
| *Level – tbc* |

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| **Part D – Continuous Professional Development (CPD) role 6 months** *To be determined* | |
| **First 6 months** | |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **12 months and beyond** | |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

**Part E - PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** | **How to be assessed** |
| Qualifications, knowledge and experience | * Educated to Degree standard or proven ability and experience * Good working knowledge of a number of key areas including the Civil Contingencies Act 2004 * Knowledge of contingency planning * Knowledge of multi-agency working and stakeholder expectations | Professional qualifications or working towards in the emergency planning area. | Application/interview/  CPD |
| Planning and organising | * Demonstrate a high level of interpersonal and communication skills * Excellent organisational skills * Manage computer generated information to support decision making, ensuring appropriate use of all electronic data * Report writing abilities. * Ability to present information to operational management teams to promote understanding and enhance decision-making. * Strong planning and organisational skills * Decision making skills. |  | Application/interview/  CPD |
| Problem solving and initiative | * Analytical and problem-solving skills. |  | Application/interview/  CPD |
| Management and teamwork | * Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others * Evidence of motivating staff and delivering training and presentation abilities * The ability to work on own, or as part of a team |  | Application/interview/  CPD |
| Communicating and influencing | * Excellent verbal, interpersonal and written communication skills. |  | Application/interview/  CPD |
| Other skills and behaviours | * Good team worker * Enthusiastic & flexible * Forward-looking * Motivated & hard working * To promote a culture that supports quality and excellence across organisation |  | Application/interview/  CPD |