

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Warwickshire Local Resilience Forum Support and Administration Officer
JEID	M0705
Salary Grade	E (£23,500)
Team:	Warwickshire Local Resilience Forum Secretariat Team
Annual Leave:	28 days (includes bank holidays)
Service Area:	Communities (Fire and Rescue)
Primary Location:	Home Working and at Shire Hall Warwick
Political Restriction	This position is not politically restricted
Responsible to:	Line managed by the WLRF Co-ordinator and overseen by the WLRF Tactical Lead
Responsible for:	None

This post is for a 2-year period, based on funding availability. If further funding is received the post will be extended or made permanent.

Job Purpose:

The fundamental purpose of the role is to provide effective and efficient administration and support to the Warwickshire Local Resilience Forum (WLRF).

Role Purpose

Warwickshire Local Resilience Forum (WLRF) is a multi-agency forum of agencies that plan for, respond to and help the community recover from major incidents taking place in or affecting Warwickshire, such as: flooding; large fires or health disease outbreaks. It was formed in 2005 after the introduction of the Civil Contingencies Act 2004. Between 20-30 agencies are represented on the Forum, including Emergency Services, Local Authorities, Utility companies and Voluntary agencies.

The Secretariat Team exists to help enable, facilitate and co-ordinate these agencies to deliver their legal duties under the legislation. The sector is very diverse, one day working with the Emergency Services to plan a large training event, the next day developing response plans or reviewing risk assessments. The variety of organisations we work with brings much diversity, interest and understanding about how we can better help the public prepare for and respond to incidents and how the agencies can better prepare to respond as well.

The post holder will be the first point of contact into the WLRF Secretariat Team, therefore first impressions count and excellent communication skills are very important. The post holder is expected to provide administration and support to the Forum, this would include: organising meetings, making notes/minutes of various meetings, ensuring actions are followed through and responding to queries from WLRF partners and other agencies. A key element of the role will be to provide support to training and exercising activities, this will include finding and booking appropriate venues, ordering refreshments, managing delegate bookings including all communications to delegates and facilitators.

The partnership working will be diverse, interesting and stimulating – the Secretariat Team do not work for any ‘one’ specific organisation, but for the good of the collective.

The post holder will have their work objectives and day-to-day work load set by the WLRF Co-ordinator but will be ultimately be accountable to the WLRF Tactical Lead. Work will be needed to be undertaken and completed in a prioritised manner.

Role Responsibilities

The post holder is expected to:

1. Act as the primary point of contact for the reception, collation and dissemination of information (including emails and phone calls) into and from the WLRF which has security rated levels up to and including 'official-sensitive'.
2. Organise, plan, prepare and collate relevant papers and take minutes and action logs for various meetings of the WLRF.
3. Maintain and strengthen working relationships with the representatives from partner agencies in the WLRF and liaise and co-operate with other LRF's.
4. Update and maintain the WLRF Contact List and contacts for agencies in the WLRF, including representation at the Working Groups, Tactical and Strategic meetings.

5. Order supplies of stationery and consumables where needed for events.
6. Maintain and upkeep office electronic filing systems and maintain the WLRF areas on Resilience Direct (training will be given on the use of Resilience Direct).
7. Assist in the review, audit, storage and distribution of contingency plans, projects and key policy documents.
8. Process and coordinate WLRF partners booking nominations for attendance at various training courses, events, studies and seminars and to attend to all administrative arrangements of in-house and external exercises and training events including liaising with the training providers and venue organisers.
9. Support the set up and running of meetings, training events and exercises including booking venues and arranging catering facilities.
10. Supporting the WLRF with word processing and typing, Power Point and presentations as required.
11. Assisting with the accurate recording and monitoring of the WLRF finances.
12. As requested by the Tactical Lead, assist in and support the emergency response to major incidents in or affecting the WLRF area by attending relevant response meetings and to manage the incident log and supporting records.
13. Undertake any other duties commensurate with the nature and grading of the post, which may be assigned to the post-holder by the WLRF Co-ordinator or Tactical Lead.

The post holder will need to be able to work from home regularly but be willing and able to work from Shire Hall in Warwick a few times a month and be willing to travel to other venues in the Warwickshire area occasionally.

Due to the nature of the work, it is desirable if the post holder could occasionally assist WLRF partners in response to an incident (supporting with Administration elements). This is if the post holder is contactable and available to assist.

Remuneration will be at the standard rates:

- Monday – Saturday: time and a half
- Sunday and Public Holidays: double time

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test/exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed by:

To hold an NVQ level 2 in Business Administration or equivalent or be able to demonstrate an equivalent level of experience.	Application form/test
Demonstrate experience to work within and provide the administrative support to a busy professional team.	Application form/interview
Demonstrate experience of developing working relationships with other teams and/or organisations.	Application form/interview
Demonstrate experience in a role requiring the accurate and timely distribution of information whilst working under pressure to meet challenging deadlines.	Application form/interview
Demonstrate experience of: arranging meetings; attending meetings; taking and processing minutes and distributing for approval.	Application form/interview/test
Demonstrate excellent verbal and written communication skills in particular when dealing with external agencies and colleagues.	Application form/interview
Demonstrate knowledge of Microsoft Office products especially Word, PowerPoint, Access and Excel. Demonstrate the administrative skills of managing a diary.	Application form/interview
Demonstrate experience of successfully arranging, supporting and overseeing the delivery of events/training/courses	Application form/interview
Able and willing to travel to different work locations within the WLRF area and wider area on occasion as the work requires.	Application form/interview
Ability to maintain confidentiality and discretion	Application form/interview

Understanding of document security markings and Data Protection/Freedom of Information issues	Application form/interview
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Desirable Criteria

Assessed by:

Experience of working in a multi-agency or partnership environment.	Application form/interview
Experience of contributing to accurate financial record keeping.	Application form/interview
Strong use of ICT technology and systems, and thinking innovatively about ways of working.	Application form/interview
Awareness of workplace health & safety issues particularly with regard to lone working.	Application form
Ability to promote diversity and human rights in the workplace.	Application form

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery

<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	