

Local Resilience Forum Support Officer

District/Department	Operational Support Unit -CoPAD	Rank/Grade	SYP - Band C
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Role purpose:	Support the work of the South Yorkshire Local Resilience Forum (LRF) including administration of a range of LRF meetings, provide support to planning of LRF training and exercises, research/collate LRF reports, and administer an LRF web-based information portal.
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Summary of Main Duties

Provide a centralised administrative service to the LRF Strategic Meeting, LRF Business Management Group (BMG), LRF Sub Groups and LRF Task & Finish Groups – including the arrangement of meetings, accurate preparation and dissemination of written meeting minutes, and updating of associated documents.

Maintain liaison with LRF and resilience partners, providing specialist advice and information.

Support the research and preparation of LRF plans, procedures and policies.

Research, provide and disseminate briefing papers and reports as directed, adhering to government security classifications.

Support the planning of and effective administration of LRF training/exercises.

Support incident and exercise debriefs and subsequent preparation of reports.

Prepare and submit consolidated reports to central government on behalf of the LRF.

Administer web based secure software/portals on behalf of the LRF.

Maintain a record of vetting clearances on behalf of the LRF.

Monitor and prepare reports on finance matters on behalf of the LRF.

Support the coordination and response to / recovery from civil emergencies, including attendance at the Strategic Coordinating Centre, preparing and submitting relevant documents to central government.

Should circumstances dictate the post holder would be required to work outside normal office hours and/or away from their usual operating base

May be required to travel within South Yorkshire and surrounding area.

Competencies/behaviours

Please access the [College of Policing website](https://profdev.college.police.uk/competency-values/) and refer to the **Competency and Values Framework (CVF)** for a definition of the values and essential behaviours for each required competency level.

Competency	CVF Level
https://profdev.college.police.uk/competency-values/	Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	1
We take ownership	1
We are collaborative	1
We deliver, support and inspire	1
We analyse critically	1
We are innovative and open-minded	1
Core values for ALL employees:	
Integrity	Public Service
Impartiality	Transparency

Experience, Education and Skills:

Essential (used for short-listing):

Previous administrative and organisational experience, including experience of minute taking and providing accurate action logs of meetings.

Strong communications skills, both written and verbal.

Excellent IT skills, including competence in the use of Microsoft Office Word, Excel, PowerPoint, Outlook, and web-based applications.

Ability to work collaboratively with others to achieve goals, treating others with respect.

Ability to identify and take action to resolve problems.

An ability to travel in meeting the requirements of the role, to work away from the usual operating base on occasion, and, should circumstances dictate, to work outside normal office hours.

Desirable:

Qualified to RSA II or equivalent.

Experience of working effectively within a multi-agency context, preferably Emergency Planning.

An understanding of the Civil Contingencies Act 2004 and the role of Local Resilience Forums (LRFs).

An understanding of confidentiality, including the Government Security Classifications and the handling of confidential and sensitive information.