

ROLE PROFILE

Post Title:	LRF Business Support Officer	
Grade:	LC6	JE: 2034
Location:	HQ (however may be required to serve at any location within the LRF as so directed)	
Responsible to:	Lancashire Resilience Forum Business Manager	

Job Purpose:

To support the LRF Business Manager in the provision of a dedicated management function to enable the smooth running of the Lancashire Resilience Forum through effective co-ordination, administration, and management of the LRF.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Support the LRF Business Manager in developing and delivering the LRF Strategic Plan.
- Drafting of briefing papers for the LRF Executive and wider resilience forum.
- Monitoring performance against the LRF Strategic Plan and Annual Work Programme.
- Support the development of internal communications.
- Carry out research in connection with on-going projects using the most appropriate methods.
- Support the LRF Admin Assistant to co-ordinate LRF tasks and provide resilience for LRF meetings as necessary.
- Deal efficiently with all information relating to LRF and provide accurate and timely information to external and internal contacts.
- Support the LRF Business Manager with any required meetings.
- Work as part of a team in developing the LRF. Keeping systems and paperwork up to date in line with LRF priorities.
- Support the management of LRF work areas in line with the LRF work programme.
- Support the management and delivery of key projects.
- Support the development of the annual LRF work programme.
- Support the delivery of the Local Risk Assessment and Community Risk Register.
- Provide updates to LRF partners on national issues.
- Collate responses to consultations, for review by the LRF Business Manager.
- Support the development of regular LRF Business Manager reports.
- Support the LRF Innovation fund work, including arranging assessment panels, and drafting reports.
- To carry out any other duties which are consistent with the nature, responsibilities, and grading of the post

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection

process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

Intelligent, creative and informed policing

We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

Integrity	Impartiality
Public Service	Transparency

Qualification

Essential	Desirable	To be identified by
GCSE in English & Maths, or equivalent academic/vocational qualifications	NVQ3 in Business Administration or relevant qualification	Application / Interview
	European Computer Driving	Application /

	Licence, CLAIT or equivalent	Interview
Knowledge / Experience		
Proficient in the use of Microsoft Office applications including Excel, Word and Outlook to a high level	Using electronic records management systems	Application / Interview
Administrative/Business Support experience		Application / Interview
Experience of working with numbers or data		Application / Interview
Experience of following set tasks or processes to achieve an outcome		Application / Interview
Effective electronic, written and oral communication skills		Application / Interview
Good organisational skills		Application / Interview
Ability to work under pressure, prioritise work and meet deadlines		Application / Interview
Ability to use own initiative to problem solve and produce quality work		Application / Interview
Excellent interpersonal skills		Application / Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Due to the nature of the work, a flexible approach to working hours and locations will be required and there may be some occasional evening/weekend work.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
To model and display the corporate standards of behaviour.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
Must achieve Security Clearance (SC) and Management Vetting (MV).		Attendance to be checked post

		interview by Recruitment for internal staff, via references for external applicants
Ability to travel around the county and occasionally beyond.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

Date last updated: September 2022