

ROLE PROFILE



Post Title:	Lancashire Resilience Forum Business Manager	
Grade:	LC11	JE: 2033
Location:	HQ (however may be required to serve at any location within the LRF as so directed)	
Responsible to:	Lancashire Resilience Forum General Purpose Group Chair	
Responsible for:	Lancashire Resilience Forum Support Officer Lancashire Resilience Forum Administration Assistant	

Job Purpose:

To provide a dedicated business management function to enable the smooth running of the Lancashire Resilience Forum by leading effective co-ordination, administration, and management of the LRF, and to contribute to the development and direction of strategy and policy. To manage the LRF Secretariat team.

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.

- Provide strategic advice and planning including advice and direction to LRF Chair and Executive Committee on producing, maintaining and managing delivery of an LRF Strategic Plan and LRF Work Programme.
- Manage LRF organisational delivery on behalf of the Executive Committee and producing strategic briefing papers for the Executive Committee and wider resilience forum partners.
- Produce briefing papers, on behalf of the LRF-GP Chair, for the LRF Executive Committee on performance to the Annual LRF Work Programme and achievement of the Strategic Plan.
- Communication of priorities from the LRF Executive Committee & LRF-General Purposes Subgroup to the wider LRF membership.
- Manage the LRF work areas in line with the LRF Work Programme which includes developing, updating, and managing delivery of the LRF activities and ensuring links to the Strategic Plan.
- Oversee the operational delivery of the Lancashire Resilience Forum's strategy.
- Manage and deliver key projects as required.
- Identify opportunities for continuous development of the Resilience Forum.
- Support the delivery of the Local Risk Assessment and Community Risk Register.
- Keep LRF partners regularly updated on national resilience issues through direct liaison with the National Resilience Team and the Cabinet Office.
- Coordinate LRF responses to consultations from HM Government.
- Manage the LRF core secretariat function on behalf of multi-agency partners.
- Complete regular LRF Business Manager reports.
- Represent LRF members at local, regional, and national events as appropriate to the post.
- Manage the LRF Innovation fund, including arranging assessment panels, monitoring

- delivery and reporting on outcomes.
- Line manage the LRF Business Support Officer, LRF Communications Officer and LRF Secretary.
- 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	2	Interview
We take ownership	2	Interview

Inclusive, enabling and visionary leadership

We are collaborative	2	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
Educated to Degree Level, or significant experience (+5yrs)	Degree in Business Management related field	Application/ Interview
	Project Management Qualification (e.g., PRINCE2)	Application/ Interview
Knowledge / Experience		
Ability to analyse and interpret data	Knowledge of UK civil contingency arrangements and legislation	Application/ Interview
Strong project and programme management skills including the ability to plan and manage a project to completion within a given timescale and budget.	Coaching/Mentoring and line management role of other posts	Application/ Interview
Experience of Leadership and management of programmes, production of reports or plans, and leading and facilitating meetings.	Leadership and Management qualification	Application/ Interview
Proficient in the use of Microsoft Office applications including Excel, Word, and Outlook to a high level		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
Others		
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.		Application/ Interview
To model and display the corporate standards of behaviour.		Application/ Interview
Must achieve Security Clearance (SC) and Management Vetting (MV).		Application/ Interview
Ability to travel around the county and occasionally beyond.		Application / Interview

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 deemed appropriate.

Date last updated: 16/08/2022