



## **JOB DESCRIPTION**

**Job Title: Cheshire Resilience Forum Administrator**

**Department: Operational Policy and Assurance**

**Location: Sadler Road, Winsford**

**Post Number: TBC**

**Grade/Role: Scale 4**

**Responsible to: Group Manager Operational Policy and Planning**

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## **JOB PURPOSE**

To provide administrative support to the multi-agency working of the Cheshire Resilience Forum (CRF) including the Business Coordination Team, Board and Group Chairs in keeping with the partnerships' responsibilities and duties under the Civil Contingencies Act 2004 and National Resilience Standards.

## **PRINCIPAL RESPONSIBILITIES**

- 1 Support the administration and co-ordination of official functions, meetings, exercises and events on behalf of CRF including associated groups, thereby ensuring they function in an effective and efficient manner.
- 2 Assist in the review, update and co-ordination of the CRF work and exercise programmes ensuring that tasks are progressed and documentation is accurate thereby enabling Delivery Board and Executive Board to manage performance and resources.
- 3 Participate and support in the multi-agency debrief process for both live incidents and exercise events thereby enabling Delivery Board and Executive Board to identify organisational learning, best practice and recommendations.
- 4 Liaise and engage with CRF partners to monitor and observe that the CRF Concept of Operations is being adhered to and where necessary escalate issues to the Business Manager, chair of Delivery Board or Executive Board as appropriate.
- 5 Provide a point of contact and undertake an active role in maintaining communication with responders, agencies, government departments and public as necessary in enhancing and developing effective awareness and preparedness.
- 6 Monitor and maintain group mailboxes ensuring communications are directed where necessary and actioned promptly. Decide what action needs to be taken from emails received and escalate when required.
- 7 Support the Business Coordination team in the development and production of documentation, reports and plans where appropriate. Create manage and maintain digital filing systems within Microsoft Outlook and Resilience Direct.
- 8 Plan and coordinate the arrangements for meetings and training activity, attend and take minutes, as required, to provide a timely and accurate record of proceedings.

- 9 Where appropriate and necessary support administrative requirements during Major Incident response functions including minutes, action logs and recording of situational updates.

## **Core Responsibilities for Cheshire Fire Service Personnel**

### **Personal Performance**

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

### **Personal Accountability**

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

### **Core Values and Behaviours**

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. Specifically:

- **Being Inclusive**  
By acting fairly with integrity and respect and without prejudice.
- **Doing the right thing**  
By holding each other to account for ensuring high standards of professionalism in everything we do.
- **Acting with compassion**  
By being understanding and offering to help each other and to our communities with warmth, patience and kindness.
- **Making a Difference**  
By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.
- **NFCC Code of Ethics**  
  
Putting our communities first  
Integrity  
Dignity and respect  
Leadership  
Equality, Diversity and Inclusion

### **Equality and Diversity**

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

### **Health and Safety**

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your

colleagues.

**Environment**

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

**N.B.**

**Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.**



## **PERSON SPECIFICATION**

**Job Title: Cheshire Resilience Forum Secretariat**

<b>PERSONAL ATTRIBUTES REQUIRED</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>Qualifications &amp; Experience</b></p> <p>BTEC/NVQ Level 3 Business Administration or equivalent Level 3 qualification (or higher) in a relevant subject or equivalent experience.</p> <p>Significant experience of minute taking (shorthand not essential but must have the ability to take coherent and accurate notes at speed).</p> <p>Significant experience of using computerised packages such as Word, Excel and Powerpoint and relevant databases in order to work effectively and deliver the objectives of the post.</p> <p>Significant experience of working in a busy administration role that is varied day to day.</p> <p>Experience of working with data systems and producing accurate reports.</p> <p>Experience of dealing with representatives from different organisations.</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>
<p><b>Skills and abilities</b></p> <p>Ability to prioritise, use initiative and achieve deadlines</p> <p>Methodical approach to tasks with attention to detail</p> <p>Ability to apply effective communication and interpersonal skills to interact with a variety of audiences</p> <p>Ability to build effective working relationships and work with and through others to achieve results</p> <p>Ability to solve problems and escalate when necessary</p> <p>Ability to work without close supervision</p> <p>Knowledge and understanding of data protection and freedom of information legislation</p> <p>Managing information and data in a confidential and sensitive manner in accordance with government protective marking guidance. (Will require vetting to an enhanced level)</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

<p><b>Personal Competencies</b></p> <p>Self-motivated and well organised with the ability to plan and prioritise own workload.</p> <p>Ability to work on own initiative.</p> <p>Flexible approach to carrying out a variety of tasks and changing priorities as required.</p> <p>A willingness to embrace change and seek continuous improvement.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
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