

JOB PROFILE

JOB TITLE:	Merseyside Local Resilience Forum Business Manager
J E REFERENCE:	A408
DIRECTORATE:	Operational Preparedness
LOCATION OF WORK:	MFRS HQ, Bridle Road, Bootle
HOURS OF WORK:	35
CONTRACT:	12 month fixed term contract
DIRECTLY RESPONSIBLE TO:	A tripartite board consisting of one Senior Officer from both Merseyside Fire & Rescue Service, Merseyside Police and a Merseyside Local Authority. (This Tripartite Board will represent all agencies of the Local Resilience Forum, the LRF Business Management Group and the Merseyside Local Authority Contingency Planning Group)
DIRECTLY RESPONSIBLE FOR:	Merseyside Local Resilience Forum Secretary

JOB SUMMARY

The Merseyside Local Resilience Forum (LRF) exists following the introduction of the Civil Contingencies Act 2004 (The Act). This strategically focused group ensures that the duties under the act and planning arrangements are undertaken to ensure the safety of residents of Merseyside from specific and generic threats and risks, within the overall risks identified by central Government and refined to address the county of Merseyside's specific risk profile. This group is chaired by the Chief Constable of Merseyside Police or their nominated deputy.

The role of the post holder will be to provide a high quality strategic and professional management capability to the LRF and its various sub groups. In particular, the post holder will be required to ensure all the sub-groups are accountable to meet the terms of reference, aims and objectives of the LRF. The post holder, by virtue of their role, will be holding to account the Business Management Group (BMG) and other related task & finish groups of the LRF, ensuring work is undertaken and completed in line with the LRF Business Plan. This will be a complex and challenging role requiring an understanding of the diverse and complicated issues associated with partnership working, requiring excellent communication skills and the ability to manage strategic partners to achieve LRF policy and procedures including research and supporting the work streams of the sub-groups. This will entail directing the working group Chairs to deliver work streams against set timelines and holding them accountable to the Local Resilience Forum for delivery.

The post holder will be accountable to the respective chairs of the LRF and the BMG and have their objectives set by the tripartite board. Line management of the LRF Business Manager for welfare and support issues will be managed by Merseyside Fire and Rescue Service. The post holder is considered a key component of the LRF and the BMG, having direct responsibility for the production of a LRF Business Plan and reporting on its delivery and progress.

MAIN DUTIES / RESPONSIBILITIES

1. To be accountable for the production and successful delivery of an appropriate LRF Business Plan. Ensuring that the Business Management Group (BMG) and associated sub groups deliver the day to day activities of the LRF. The post holder will make recommendations as appropriate, to the chairpersons of the LRF, BMG and other strategic and tactical partners, including Chairs of sub-groups of the LRF. This may be by way of writing strategic briefing and position papers that ensure

the LRF prioritises its risks and objectives.

2. To direct, develop and deliver on LRF related priorities and oversee their implementation in liaison with LRF partner agencies. Liaison will be required across all partner agencies and at all levels - Chief Executive Officers, Director, as well as emergency planning managers.
3. To maintain key liaison with the LRF partners, MHCLG Red Team and the Cabinet Office presenting and delivering key strategic LRF policy and work streams, where appropriate. This may include representing for the Chair of the LRF at national and sub-national Forum meetings.
4. To undertake a programme manager role in relation to the workstreams and programme delivery of the LRF and its sub-groups. Ensuring consistency and identifying synergies between the varied projects being delivered by the various sub group leads. Analysing problems and identifying solutions, tasking, coordinating and ensuring delivery of the work of those groups with support from the sub-groups and respective Chairs.
5. To provide guidance to ensure compliance with the overall objectives of the LRF. This will include interpreting legislation, guidance and other material relevant to the LRF and the contingency planning process and make recommendations to the LRF and sub-group Chairs, identifying risks/impact and providing properly researched solutions to meet desired outcomes.
6. To work with the chair of the Warning & Informing sub group in overseeing the development of a LRF website and ensure the site is maintained in a sound working condition in conjunction with the Force webmaster in order to enhance the work of the LRF and comply with its legal requirements under the Act. To enhance the current public awareness of the LRF and its work and deliver the Warning, Informing and Educating aspects of the Act through the website.
7. To ensure a gateway link is provided between the LRF and the Category Two responders (e.g. Utilities, Strategic Health Authority) and other agencies at national, sub-national and local level, directing that work where necessary.
8. To oversee the smooth running of all LRF BMG and Sub-Group meetings, ensuring the recording of key actions and holding sub-group Chairs to account for delivery of actions and work streams within agreed timelines.
9. To work with all partners in the strategic promotion of the LRF throughout the County of Merseyside through events, conferences, training sessions and seminars, IIEM training and other LRF sponsored activity in support of the aims of the LRF. Work with the Chair of the Training, Exercising and Validation Sub-Group to ensure that all events and exercises are suitably validated to identify and implement good practice to achieve organisational development and improve effectiveness.
10. To manage and maintain any LRF finances, preparing quarterly and end-of-year reports on the LRF budget position in line with the LRF Charging Criteria and Governance document.
11. To provide line management to the LRF Secretary post.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue service both operational and non operational are committed to, encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

Responsibility

Being self disciplined, taking ownership of and problems, making things happen, trying to make a difference.

Social Empathy

Being interested in people, displaying empathy, embracing diversity, community focused.

Constructive Challenge

Being willing to challenge but not obstructively, commitment to improvement.

Mutuality

Identifying with team, organisation and community, displaying team commitment, willing to stand up against peer pressure when appropriate, acknowledging other's right to differing opinions.

Pragmatism

Aspiring to excellence whilst being realistic in expectations, being practical and solution focused.

Openness to Experience

Receptive to learning opportunities and personal development, seeking out new experiences, interested in people and situations that are less familiar, taking a broad view on things, seizing opportunities.

INTERPERSONAL & COMMUNICATION SKILLS

The post holder has an ongoing responsibility to motivate and/or train other members of staff and this requires specially developed training, developmental, leadership or motivational skills. The role regularly requires advisory, guiding, negotiating and/or persuasive skills at a highly developed level and sometimes at a very highly developed level. Formal advocacy forms a significant part of the role and would include complex and contentious cases.

RESPONSIBILITY FOR SUPERVISION

The post holder is required to manage Authority employees, or other people in an equivalent position. His/her responsibilities include the organisation, evaluation and appraisal of the work carried out by these people. The post holder has this responsibility for one other person.

RESPONSIBILITY FOR FINANCIAL RESOURCES

The post holder will be responsible for the management of the finances and budget of the LRF.

RESPONSIBILITY FOR PEOPLE

The post holder provides advice and guidance on established internal policy and external regulations and/or statutory requirements related to the well-being of people and this involves the interpretation of these regulations or requirements to meet specific circumstances. He/she is also required to advise on the adaptation of policies and procedures to meet external demands.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The post holder's main responsibility for physical resources is for manual and/or computer information. He/she personally produces or processes some of this information and is responsible for the accuracy of the data produced by other people or for taking positive steps to ensure the accuracy, confidentiality and security of data produced personally.

CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own health and safety, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of

themselves and of other persons who may be affected by their acts or omissions at work; Confidentiality / data protection regarding all personal information and Authority/LRF activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time in consultation with the tripartite board to which the post holder is directly accountable to and will consult with the post holder at the appropriate time.

Date job profile prepared / revised:	30.1.2019
Prepared / revised by:	L. Inman

