



<b>Role Title</b>	West Yorkshire Resilience Forum Co-Ordinator	<b>Reporting to</b>	West Yorkshire Resilience Forum – Manager
<b>Section</b>	Contingency Planning	<b>District/Department</b>	Protective Services Operations
<b>Tenure</b>		<b>Rank/Grade</b>	Scale 5

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To co-ordinate, monitor and manage the key functions for the West Yorkshire Resilience Forum (WYRF) partnership and its groups in relation to the duties imposed by the Civil Contingencies Act 2004.
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"> <li>1. Provide the co-ordination link and secretarial management between WYRF Strategic, Management and Sub Groups, being the single point of contact and acting upon correspondence and communication between the forum partners and regional agencies to ensure interoperable partnership working continues to be embedded.</li> <li>2. Organise, co-ordinate and facilitate local and regional meetings to ensure a structured approach and appropriate records/minutes of each meeting are completed and distributed in order that actions and matters arising can be progressed.</li> <li>3. Document priorities for workstreams and other policy and performance matters on behalf of, and in agreement with the WYRF to meet National, Regional and Local priorities and standards.</li> <li>4. Ensure effective communication and management systems are in place for the WYRF prior to the set up of a Strategic Co-Ordination Group (SCG). Assist with the activation of a multi-agency Gold Cell and give support at the SCG meetings by compiling notes and SitReps for the National Government Team, COBR and DCLG.</li> <li>5. Administrator for the National ResilienceDirect Secure Platform Sharing System and other WYRF Social Media Sites. Responsible for the promotion, development and embedment across the partnership to ensure system compliancy.</li> <li>6. Evaluate and report the progress of the WYRF Work Programme to LRF Co-Chairs and Manager. Support the Risk &amp; Capabilities Group with local risk assessments for the Community Risk Register (CRR). Maintain and review the WYRF Annual Report &amp; Business Plan, Police Framework and Multi-Agency Agreements with WY Partners. .</li> <li>7. Assist with the co-ordination, planning and participation of WYRF multi-agency exercises at Strategic, Tactical and Operational levels. Supporting partner organisations with the training and exercising of the National JESIP (Joint Emergency Services Interoperability Programme) for WY Partners.</li> <li>8. Maintain accurate records of expenditure across the partnership and ensure annual invoices for the WYRF funding are produced and sent out to contributing partners annually.</li> <li>9. Work alongside sub groups to ensure all WY Multi-Agency Plans are reviewed and updated for each area of work within the WYRF structure, taking into account new government legislation and making sure these are tested, signed off and fit for purpose during an activation.</li> <li>10. Assist, support and act as a conduit in the critical response to planned and spontaneous events to include Strategic Co-ordinating Group meetings and National Exercise and Partnership Projects.</li> </ol>

**Dimensions** (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Travel to various partner organisations locally and regionally.
- Working with multiple Category 1 and 2 partner agencies which form the West Yorkshire Resilience Forum
- Range of computer software
- Co-ordination of the WYRF budget of £85k and facilitation of annual spending for workstreams, exercising and meetings

**Work/Business contacts**

**Internal:** Force Command Team, Police Contingency Planning Unit. NE CTU, Police Officers and Staff throughout the Force.

**External:** Chief Executives, Deputy Chief Officers, Directors, Military, National Government, Emergency Planning Managers and Officers for Local Authorities, Utilities, Emergency Services, LRF's and other Category 1 & 2 organisations.

**Expertise in Role Required (At selection - Level 1)****Essential or Desirable**

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|--|-----------|
| • Qualified typing qualification (RSA II) or equivalent or proven experience.                    | Essential |
| • Computer literate with experience of and the ability to use Microsoft Office and IT databases. | Essential |
| • A good standard of verbal and written communication skills                                     | Essential |
| • Experience of audio typing   | Essential |
| • Proven ability of accurate Shorthand and/or speed writing skills                               | Essential |
| • Proven knowledge and understanding of Emergency Planning                                       | Essential |
| • Proven experience of coordination with multiple stakeholders                                   | Essential |
| • Knowledge of the West Yorkshire Resilience Forum Partnership                                   | Desirable |

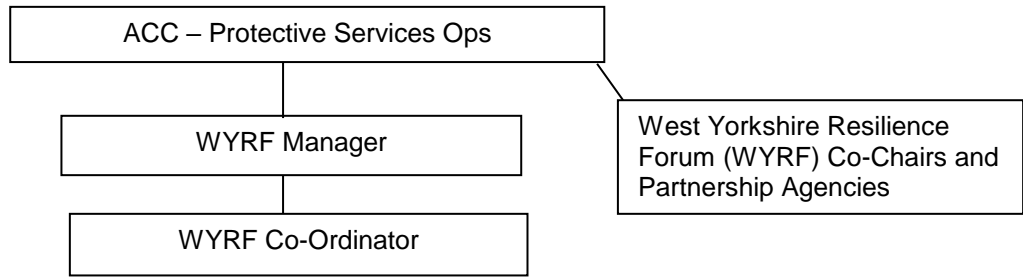
**Other (Physical, mobility, local conditions)**

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|---|-----------|
| • Should be prepared to work at other locations throughout the Force and Partner Organisations as required. | Essential |
| • Is prepared to work flexible hours to suit the requirements of the department                             | Essential |
| • Willingness to undertake and successfully pass vetting  | Essential |
| • Ability and willingness to travel for business purposes   | Essential |
| • Holds a full UK driving licence   | Desirable |

**Expertise in Role - After initial development - Level 2**

- Good knowledge of the West Yorkshire Resilience Forum Partnership and Sub-Group Structures.
- Detailed knowledge of and ability to operate relevant IT systems including National ResilienceDirect Platform Sharing System.
- Detailed knowledge of relevant software, systems and social media.
- Completed relevant Force Intranet Authors training and ability to maintain WYRF website.

## Structure



## PART B – COMPETENCIES & VALUES

### Competency and Values Framework –

[http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing\\_4.11.16.pdf](http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf)

### Select one level

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### Expertise in Role (Advanced - Level 3)

- Has formed an effective working relationship with internal colleagues and external partners and is seen and used by them as an essential and reliable source of advice and information on a wide range of issues relating to WYRF business.
- Has successfully established key contacts internally and externally and built up long standing working relationships with WYRF partners
- Has successfully contributed to the development the WYRF performance processes and quality assurance measures.
- Has successfully contributed to Interoperable working throughout the WYRF partnership and assisted with embedding the JESIP (Joint Emergency Services Interoperability Programme) principles.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to buildings where based
<b>Vetting Level</b>	Management Vetted and Security Cleared
<b>Date accepted as a role profile</b>	12 <sup>th</sup> November 2020