# **REGENERATION & NEIGHBOURHOODS DEPARTMENT**

**CLEVELAND EMERGENCY PLANNING UNIT**

**JOB TITLE:** BUSINESS SUPPORT OFFICER

**DIVISION**: CLEVELAND EMERGENCY PLANNING UNIT

**GRADE**: BAND 6

**RESPONSIBLE TO**: CHIEF EMERGENCY PLANNING OFFICER

**POST REF NO**: 107056

**Purpose of Post**

Support the general office functions for Cleveland Emergency Planning Unit ensuring the efficient running and provision of secretarial / administrative systems are in place.

**Relationships**

 All staff are expected to consider their role in the context of the objectives that the unit is working towards and to constructively contribute to the continuous improvement, performance management and best value culture.

**Main Duties And Responsibilities**

**Administration**

1. To provide effective administrative support arrangements in relation to:
* Operating an efficient system of incoming and outgoing correspondence (including e-mails)
* Maintaining computerised records and databases
* Filing and record keeping
* Photocopying, Laminating and Binding
* Ordering goods and services
1. To organise the daily workload and prioritisation of the support function based upon existing processes.

1. Support the planning, development, design, organisation and monitoring of administrative systems, procedures and policies giving advice when requested.
2. Ensuring key information relating to the performance management requirements of the Unit are recorded effectively, accurately and efficiently producing reports when requested by the Chief Emergency Planning Officer.
3. Ensure the accurate and efficient inputting of data in relation to the functions undertaken on behalf of Cleveland Police e.g. Hazmat checks.
4. To undertake secretarial duties as required which will include arranging meetings, conferences, seminars, travel and accommodation, promptly resolving problems that arise quickly and efficiently.
5. Work alongside the staff to ensure that events and training are run professionally.
6. Assist the Chief Emergency Planning Officer / LRF Coordinator where required with the various Local Resilience Forum meetings held.

**Procurement and Finance**

1. To purchase supplies and order equipment for the unit in line with the authority’s financial and procurement procedures.
2. To process payment of invoices in accordance with Hartlepool Borough Council’s policies and procedures.
3. To process recovery of costs from external companies. Liaise with officers advising on correct procedure for recharging which will also include contacting external companies.
4. To process the recharges to external companies for Cleveland Police, Cleveland Fire Brigade and North East Ambulance Service. Liaise with Cleveland Police on the recharging of training courses run by them at the Unit ensuring correct procedures are taken.
5. To process the recharge to Partner Agencies for accommodation costs on an annual basis. To Process the recharge to Local Authority partners for the CEPU service and related contracts (e.g. Kenyon).
6. To monitor service and lease contracts for the service.
7. Support officers with the provision of training courses for partners and members of the public, to include the production of materials, registering of students, arranging catering, charging and uploading of results as required.

19. Liaise with the estates team on building faults ensuring prompt action.

20. To perform other duties of a related nature, that might reasonably be allocated commensurate with the grading of the post.

**Note**

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation which if wished may involve a Trade Union/Professional Association representative.

NPPV level 2 will be required by successful candidates.