

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE: Fire Protection Training Support and Performance Administrator

GRADE: 2

RESPONSIBLE TO: Fire Protection Supervisor (Training and Support)

RESPONSIBLE FOR: None

PURPOSE OF POST: To assist with the management and administration of training, support and performance within the Fire Protection Department

MAIN DUTIES AND RESPONSIBILITIES

1. Provide comprehensive administrative support for the Fire Protection Training Support and Performance team, including dealing with routine emails, post, calls and reviewing documents and forms as necessary.
2. To support with the management and monitoring of the Fire Protection Training Programme and CPD training.
3. To be responsible for planning and booking resources; including diarising appointments, ICT access/arrangements, arranging trainee review meetings and team meetings.
4. Prepare agendas and take minutes for team and departmental meetings, maintain meeting records and monitor action plans as necessary.
5. Manage the booking of external training courses for the Fire Protection Department, including responsibility for co-ordinating arrangements with team managers, Inspectors and external parties.
6. Manage trainee paperwork, including ensuring work is submitted on time and is accurately recorded
7. Co-ordinate trainee shadowing and mentoring timetables through liaison with team managers, Inspectors and trainees.
8. Distribute publications and ensure the Support and Performance records are up to-date.
9. Monitor the training budget spreadsheet and training records spreadsheet. Raise any budget queries with respective managers and training record issues with the training administration team.
10. To be the designated Co-ordinator with external training providers regarding training and course queries and delegate support requirements, through liaison with team managers, inspectors, and trainees.

11. Liaise with other departments and attendees regarding Operational Fire Protection Training/Refresher Training arrangements and administration where required.
12. Printing and preparing all internal course materials and booking resources.
13. Responsible for updating and monitoring training team records and liaison with Training Admin team to ensure qualifications are accurately maintained within Access system.
14. Where necessary, assist with the management and monitoring of the Fire Protection Database; resolving minor related database queries and update with acknowledgements, special considerations, and primary authority schemes.
15. Provide basic training in the use of the Fire Protection Database and assist users with entering data where necessary.
16. To support with the testing of development work and changes to the Fire Protection database.
17. Responsible for producing standard management reports and gathering information for performance management, quality checks/assurance and annual statistical returns; including data cleaning as required.
18. Assist with Freedom of Information and data gathering requests.
19. Assist with updating and uploading the National Enforcement Register.
20. Receive and appropriately deal with requests from members of the public, external agencies and internal departments, including accurately entering data on the Fire Protection Database.

Second Area: -

21. To implement and promote the Authority's:
 - a) Fire Protection policies
 - b) Service Delivery Plan
 - c) Equality and Diversity Policies
 - d) Health and Safety policies
 - e) Lone Working and Violence at Work Policy
 - f) Information Security Management System polices
 - g) Safeguarding policies
 - h) Business continuity policy and contingency arrangements
22. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
23. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
24. Responsibility to ensuring any data produced in relation to the post is accurate and current.
25. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
26. To undertake any Fire Protection projects as directed by line management.

PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e., criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	Experience	Essential/Desirable	Where Identified
1.	Experience of using Microsoft Word, Excel and PowerPoint.	Essential	Application & Selection Process
2.	Experience of using databases, including the ability to interrogate databases and produce reports.	Essential	Application & Selection Process
3.	Administrative experience including knowledge of financial and administration systems.	Essential	Application & Selection Process
4.	Experience of data capture to produce accurate statistical information.	Essential	Application & Selection Process
5.	Good understanding of the database used by Fire Protection.	Desirable	Application & Selection Process

	Education and Training	Essential/Desirable	Where Identified
6.	<p>Must demonstrate a good standard of education and be both numerate and literate.</p> <ul style="list-style-type: none"> ➤ Literacy and Numeracy at Level 2 / GCSE Maths and English Grade C or above OR ➤ Equivalent qualifications OR ➤ Equivalent level of literacy and numeracy gained through work experience. 	Essential	Application & Selection Process
7.	Qualified to NVQ level 3 in business administration or equivalent	Desirable	Application

	Special Knowledge and Skills	Essential/ Desirable	Where Identified
8.	Ability to work as part of a team.	Essential	Application & Selection Process
9.	Ability to work flexibly in relation to the needs of the post.	Essential	Application & Selection Process
10.	Ability to work on own initiative, to work under pressure and to meet deadlines with little supervision.	Essential	Application & Selection Process
11.	Good organisational and problem solving skills.	Essential	Application & Selection Process
12.	Experience in organising resources and establishing priorities.	Essential	Application & Selection Process
13.	Possession of excellent communication, verbal and written skills.	Essential	Application & Selection Process
14.	Be able to effectively collate, analyse and present information.	Essential	Selection Process only
15.	Demonstrate commitment to good data quality within all areas of work.	Essential	Selection Process only
16.	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Selection Process only
17.	To hold and maintain a current full UK valid car driving licence.	Desirable	Application & Selection Process