



<b>JOB TITLE:</b>	Protection District Administrator
<b>SALARY GRADE:</b>	Grade 4
<b>DIRECTORATE:</b>	Protection
<b>TEAM:</b>	Protection Admin
<b>LOCATION OF WORK:</b>	Protection District
<b>HOURS OF WORK:</b>	28
<b>DIRECTLY RESPONSIBLE TO:</b>	Protection Admin Supervisor

<b>LEADERSHIP BEHAVIOUR LEVEL:</b>	Leading Yourself
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<b>MAIN JOB PURPOSE</b>
<p>To support the Protection Admin Supervisor in providing an administrative service to the Protection department.</p> <p>The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire &amp; Rescue Services, and act in accordance with our Ground Rules.</p>

<b>KEY AREAS OF RESPONSIBILITY</b>
<ol style="list-style-type: none"> <li>1. To manage and co-ordinate the diaries and schedules of the Fire Safety Inspectors.</li> <li>2. Research and identify the responsible person as defined under RR(FS)O.</li> <li>3. Make appointments via telephone and letter with the responsible person.</li> <li>4. Manage amendments, cancellations and reassignment of workload as required.</li> <li>5. Respond to simple queries and requests raised from Protection Fire Safety Regulators with regards to processes and systems.</li> <li>6. Triage initial calls from the public and organisations in respect of Protection fire safety matters, concerns, legislation advice and signpost other general enquiries.</li> <li>7. Schedule and monitor the enforcement and prohibition revisits.</li> <li>8. Support the Fire Safety Managers with the Petroleum and Explosives processes, by scheduling and monitoring the visits.</li> <li>9. Support the Fire Safety Manager in managing the district workload including the risk-based inspection programme, complaints and licensing.</li> <li>10. Use the Protection application (CFRMIS) to create jobs, formal letters, save and scan documents and run reports.</li> <li>11. Identify issues and advise System Support of complex alterations to the Gazetteer.</li> <li>12. Provide basic training and support of the Protection application (CFRMIS) to the department.</li> </ol>

13. Support SHQ and district-based reference holders in relation to Protection Response, Training & Stakeholder engagement, assurance, events & campaigns, compliance, staff training & developments, data and intelligence and fire engineering.
14. Support and provide cover for other districts as required, and support Service Headquarters workload where applicable and when necessary.
15. Support the Protection Admin Supervisor in the upkeep of the admin training manuals.
16. Use MFRS IT programmes to provide a variety of administrative services, including the e-Procurement application for the ordering of stationery and uniform from internal and external suppliers.
17. Support system testing, as directed by Protection Admin Supervisors and provide feedback on any process issues encountered.
18. Arrange and attend meetings as a minute taker.
19. To undertake any other duties deemed suitable by the Authority commensurate with the grade.
20. The post will be based in the District Team. The post holder will be expected to work across all of the districts of Merseyside including SHQ, as and when requested to.

## VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

### **We serve with Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

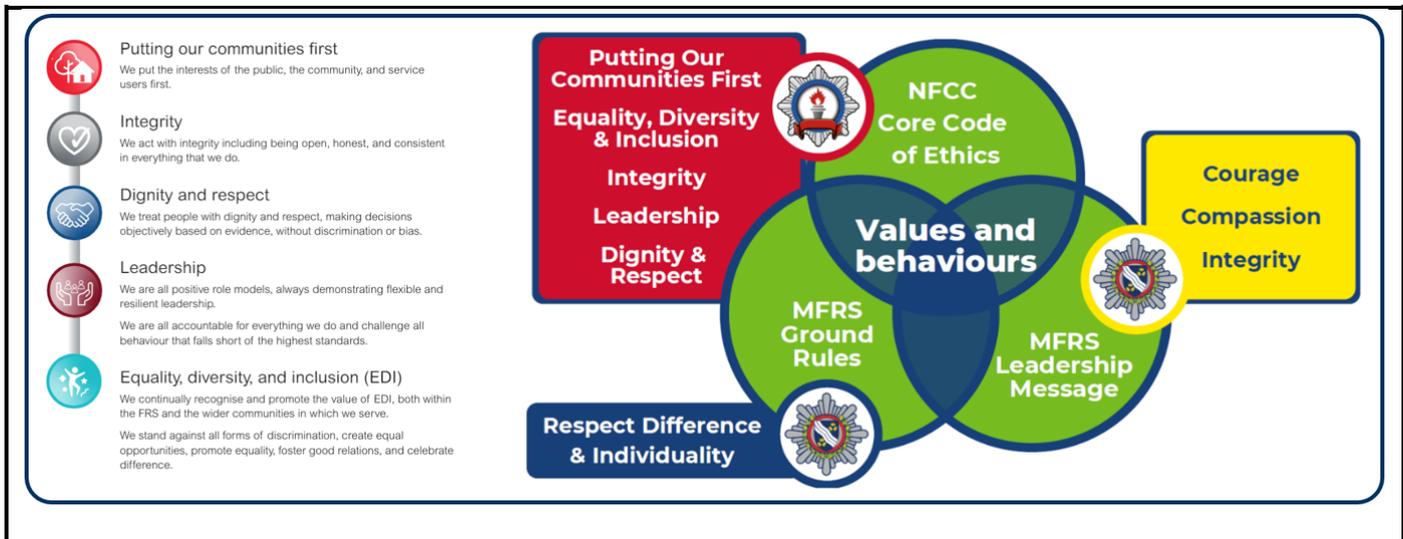
### **We serve with Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

### **We serve with Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS			
LEADING YOURSELF			
<b>Personal Impact</b>	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
<b>Outstanding Leadership</b>	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
<b>Service Delivery</b>	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
<b>Org. Effectiveness</b>	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

<b>Date job profile prepared / revised:</b>	C Reid
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# MERSEYSIDE FIRE & RESCUE SERVICE

## PERSON SPECIFICATION



<b>Job Title:</b>	Protection District Administrator	<b>Team:</b>	Protection Admin
<b>Salary:</b>	Grade 4	<b>Directorate:</b>	Protection

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	GCSE Math's and English language grade C or above (or equivalent).	D	P D
	Typing, word processing or general IT qualification (e.g. ECDL or similar) especially in Microsoft Word or Office.	E	P D
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Knowledge of Merseyside Fire Service's activities.	D	A & I
	Basic understanding of RR(FS)O	D	A & I
	Experience of working in an office environment.	E	A & I
	Experience of working as part of a team.	E	A & I
	Experience of training staff on internal working practices	D	A & I
	Experience of using Microsoft Outlook applications including Outlook, Word and Excel.	E	A & I
	Experience in typing letters and reports.	E	A & I
	Experience of minute taking	D	A & I
	Previous administrative experience.	E	A & I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Good level of literacy and numeracy.	E	MFRS
	Effective interpersonal and communication skills, both verbal and written.	E	A & I
	Accuracy and attention to detail.	E	A & I
	Methodical and organised approach to work.	E	A & I
	Good team player, able to contribute to the overall objectives of the team.	E	A & I
	Ability to work under own initiative, with minimal supervision.	E	A & I
	Excellent time management skills, with the ability to prioritise.	E	
	Ability to work to deadlines which may be subject to conflicting demands.	E	
	Highly motivated.	E	
	Strong creative analytical skills, with regards to problem solving.	E	
	Strong customer focus and a desire to deliver a quality service.	E	A & I
	Ability to adapt to unforeseen circumstances.	E	A & I
	Ability to deal with confidential information in a professional and appropriate manner.	E	A & I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a <b>standard</b> disclosure barring service check	E	MFRS
	Full UK Driving Licence (manual vehicle).	E	P D

	The post will be based in a Protection District Team. The post holder will be expected to work across all of the districts of Merseyside including SHQ, as and when requested to do so.	E	A & I
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<b>A</b>	Application	<b>I</b>	Interview	<b>PD</b>	Produce Documentation	<b>MFRS</b>	If successful & conditionally offered the role, MFRS will complete
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