



JOB PROFILE

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| JOB TITLE: | Engineering Centre Administrator |
| SALARY GRADE: | Grade 4 |
| SALARY RANGE: | £24790 - £25183 per annum |
| J E REFERENCE: | A377 |
| DIRECTORATE: | Preparedness |
| TEAM: | Engineering Centre of Excellence |
| LOCATION OF WORK: | Vesty Business Park |
| HOURS OF WORK: | 35 |
| DIRECTLY RESPONSIBLE TO: | Engineering Centre Manager |

JOB SUMMARY

To undertake administration duties with regards to the Transport Management systems and provide administrative and clerical support to the Transport Team.

MAIN DUTIES / RESPONSIBILITIES

1. To update computerised Fleet/vehicle and Fuel records at various stages of Fleet Management systems to ensure accuracy of database.
2. To interrogate and retrieve information from existing MIS and other data sets to assist in the population of the systems.
3. To liaise with internal and external personnel and deal with any queries with regards to the Transport Management systems.
4. Reception duties in workshops on occasion and deputise for the Fleet Administrator.
5. Processing KPI's reports.
6. Processing and inputting vehicle and plant defects, monitoring vehicle availability and liaising with Fire Control/stations regarding the movement of vehicles.
7. Updating maintenance board and filling paperwork returns.
8. Assisting in the preparation of planned maintenance programmes and tyre replacements.
9. Recording information on the cost of vehicle ownership.
10. Processing transport accident reports.
11. To assist maintenance vehicle stores as and when required.
12. Any other duties commensurate with the grade.

MERSEYSIDE FIRE & RESCUE SERVICE OUR VISION

To be the best Fire & Rescue Service in the UK. One team, putting its communities first.

MERSEYSIDE FIRE & RESCUE SERVICE OUR PURPOSE

Here to serve. Here to protect. Here to keep you safe.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue Service (MF&RS) both operational and non operational are committed to encourage and promote the values of MF&RS 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:

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 its 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

INTERPERSONAL & COMMUNICATION SKILLS

The jobholder is required to provide information to a range of different types of audience. Normal levels of courtesy should be sufficient in handling these contacts.

RESPONSIBILITY FOR FINANCIAL RESOURCES

The jobholder has some responsibility for financial resources. This includes a contributory role in budget setting. He/she has to account for expenditure, income, money in the form of cash, cheques, direct debits, invoices, or some other equivalent, where care, accuracy and security are particularly important. The sums involved are considerable.

RESPONSIBILITY FOR PEOPLE

The work requires common courtesy or consideration if members of the public are encountered but there is little, or no, direct impact on the actual well-being of individual, or groups of, people.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The jobholder'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 expected to apply normal levels of care, accuracy, confidentiality and/or security when doing this. The handling of this data is a regular task, occupying at least 25% of the jobholder's total working time. The jobholder also has a responsibility for equipment and/or tools which he/she has to use to do the job.

WORKING CONDITIONS

The jobholder normally works indoors and free from exposure to disagreeable or unpleasant environments.

PHYSICAL DEMANDS

The activities in this job are undertaken mainly in a sedentary position. There may be limited requirements for standing, walking, bending or stretching; or an occasional need to lift or carry items.

EMOTIONAL DEMANDS

The job does not require any direct involvement, either in person or by telephone, with people whose personal circumstances or behaviour could place emotional demands on the jobholder.

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 safety and health, 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 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 and will consult with the post holder at the appropriate time.

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| Date job profile prepared / revised: | January 2025 |
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| Prepared / revised by: | S.Nugent |
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