



<b>JOB TITLE:</b>	Protection District Administrator
<b>SALARY GRADE:</b>	Grade 4
<b>JE REFERENCE:</b>	A162
<b>DIRECTORATE:</b>	Protection
<b>TEAM:</b>	Protection Admin
<b>LOCATION OF WORK:</b>	Protection District
<b>HOURS OF WORK:</b>	35
<b>DIRECTLY RESPONSIBLE TO:</b>	Protection Admin Supervisor

<b>LEADERSHIP BEHAVIOUR LEVEL:</b>	Leading Yourself
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**MAIN JOB PURPOSE**

To provide an administrative service to the Protection function.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

**KEY AREAS OF RESPONSIBILITY**

1. To manage and co-ordinate the diaries and schedules of the Fire Safety Inspectors and Auditors.
2. Research and identify the responsible person as defined under RR(FS)O.
3. Make appointments via telephone and letter with the responsible person.
4. Manage amendments, cancellations and reassignment of workload as required.
5. Respond to simple queries from the public around fire safety inspections.
6. Sign post enquiries according to legislative need e.g. RR(FS)O, Housing, Licensing, Prevention etc.
7. Schedule and monitor the enforcement and prohibition revisits.
8. Schedule and monitor petroleum visits.
9. Support the Protection Compliance Manager in managing the district workload including the risk based strategy, complaints and licensing.
10. Use the Protection application (CFRMIS) to create jobs, format letters, save and scan documents and run reports.
11. Advise System Support of complex alterations to the Gazetteer.
12. Provide basic training and support of the Protection application (CFRMIS) to the department.
13. Support and provide cover for other district admin as required, and support Service Headquarters workload where applicable and when necessary.
14. Support the Protection Admin Supervisor in the upkeep of the admin training manuals.

15. Use the EProcurement application for the ordering of stationery and uniform.
16. Arrange and attend meetings as a minute taker.
17. Check the Protection Departments clock cards.
18. Attend meetings as required.
19. To undertake any other duties deemed suitable by the Authority commensurate with the grade.
20. The post will be based in a 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.

## 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**

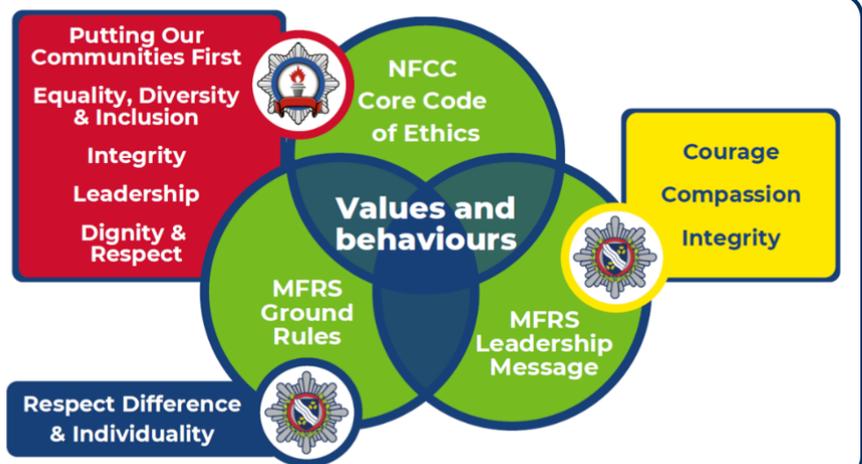
- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

### 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.

-  **Putting our communities first**  
We put the interests of the public, the community, and service users first.
-  **Integrity**  
We act with integrity including being open, honest, and consistent in everything that we do.
-  **Dignity and respect**  
We treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias.
-  **Leadership**  
We are all positive role models, always demonstrating flexible and resilient leadership.  
We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
-  **Equality, diversity, and inclusion (EDI)**  
We continually recognise and promote the value of EDI, both within the FRS and the wider communities in which we serve.  
We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.



## 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.

**Date job profile prepared / revised:**

C Reid

# 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
<b>JE Reference:</b>	A162		

	ESSENTIAL/DESIRABLE	ASSESSED BY
<b>QUALIFICATIONS &amp; TRAINING</b>		
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
<b>KNOWLEDGE &amp; EXPERIENCE</b>		
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
<b>SKILLS &amp; ABILITIES</b>		
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
<b>WORK RELATED CIRCUMSTANCES</b>		
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).	D	P D

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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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