

JOB PROFILE



JOB TITLE:	Protection District Administrator
SALARY GRADE:	Grade 4
DIRECTORATE:	Protection
TEAM:	Protection Admin
LOCATION OF WORK:	Protection District
HOURS OF WORK:	28 Hours Per Week
DIRECTLY RESPONSIBLE TO:	Protection Admin Supervisor

LEADERSHIP BEHAVIOUR LEVEL:	LEADING YOURSELF
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MAIN JOB PURPOSE
To provide an administrative service to the Protection function

KEY AREAS OF RESPONSIBILITY
<ol style="list-style-type: none"> 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

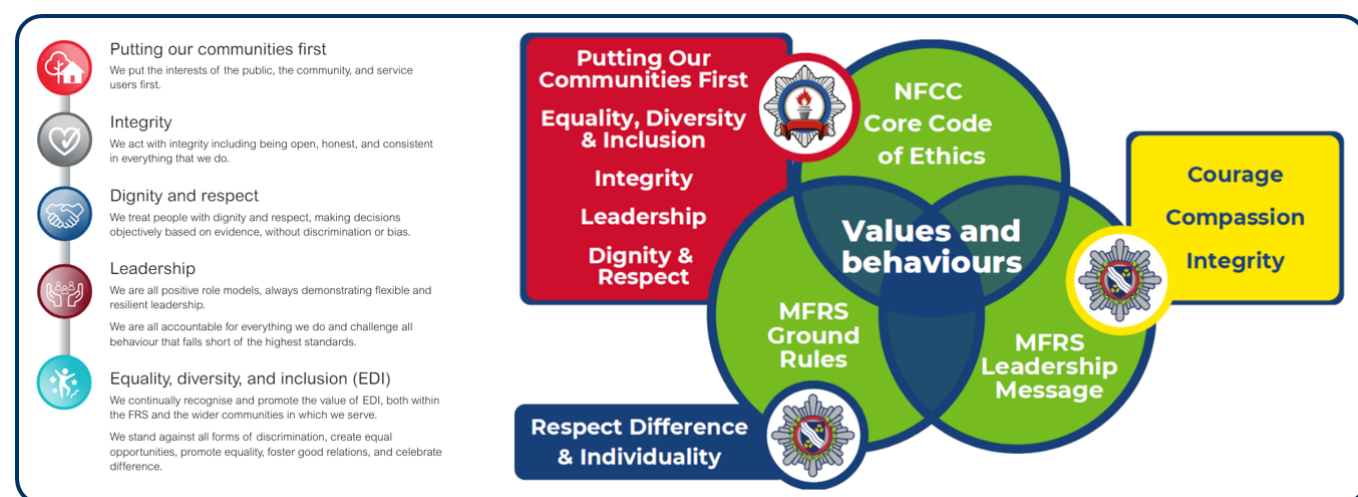
We serve with **Integrity**

- 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.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	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).
Outstanding Leadership	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.
Service Delivery	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.
Org. Effectiveness	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 Brown

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Protection District Administrator	Team:	Protection Admin
Salary:	Grade 4	Directorate:	Protection

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	GCSE Math's and English language grade C or above (or equivalent).	DESIRABLE	PD
	Typing, word processing or general IT qualification (e.g. ECDL or similar) especially in Microsoft Word or Office.	ESSENTIAL	PD
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Experience of working in an office environment	ESSENTIAL	A/I
	Experience of working as part of a team	ESSENTIAL	A/I
	Experience of training staff on internal working practices	DESIRABLE	A/I
	Experience of using Microsoft Outlook applications including Outlook, Word and Excel	ESSENTIAL	A/I
	Experience in typing letters and reports.	ESSENTIAL	A/I
	Experience of minute taking	DESIRABLE	A/I
	Previous administrative experience.	ESSENTIAL	A/I
	Knowledge of Merseyside Fire Service's activities.	DESIRABLE	A/I
	Basic understanding of RR(FS)O	DESIRABLE	A/I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Good level of literacy and numeracy.	ESSENTIAL	T
	Effective interpersonal and communication skills, both verbal and written.	ESSENTIAL	A/I
	Accuracy and attention to detail.	ESSENTIAL	A/I
	Methodical and organised approach to work.	ESSENTIAL	A/I
	Good team player, able to contribute to the overall objectives of the team	ESSENTIAL	A/I
	Ability to work under own initiative, with minimal supervision.	ESSENTIAL	A/I
	Excellent time management skills, with the ability to prioritise	ESSENTIAL	A/I
	Ability to work to deadlines which may be subject to conflicting demands.	ESSENTIAL	A/I
	Highly motivated	ESSENTIAL	A/I
	Strong creative analytical skills, with regards to problem solving.	ESSENTIAL	A/I
	Strong customer focus and a desire to deliver a quality service.	ESSENTIAL	A/I
	Ability to adapt to unforeseen circumstances	ESSENTIAL	A/I
	Ability to deal with confidential information in a professional and appropriate manner.	ESSENTIAL	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.	ESSENTIAL	A/I
	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.	ESSENTIAL	A/I
	Full UK Driving Licence (manual vehicle).	ESSENTIAL	PD
	Disclosure and Barring Service check.	DESIRABLE	MF&RS

A	Application	I	Interview	PD	Produce Documentation
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