



# JOB PROFILE

JOB TITLE:	Equipment Asset Administrator
SALARY GRADE:	£26,402-£28,141
DIRECTORATE:	Operational Preparedness
TEAM:	Operational Appliance & Equipment Stores
LOCATION OF WORK:	Vesty Business Park
HOURS OF WORK:	35 hours per week
DIRECTLY RESPONSIBLE TO:	Operational Appliance & Equipment Stores Manager

LEADERSHIP BEHAVIOUR LEVEL:	LEADING YOURSELF
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MAIN JOB PURPOSE	
<p>Providing general clerical assistance within the Operational Appliance &amp; Equipment Stores Team. Overseeing and managing the activities associated with the Redkite asset manager system. Provide training to staff in the operation of Redkite.</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>	

KEY AREAS OF RESPONSIBILITY	
1.	Manage and Coordinate management systems: Oversee and coordinate the activities related to the all management system, ensuring its effective operation and alignment to organisational goals.
2.	Equipment Management: Locate, categorise, label and engrave all operational equipment, ensuring proper organisation and identification (existing and new). Provide reports on appliance inventories when brought into workshops for annual service, ensuring equipment is correct and addressing any shortfalls or discrepancies.
3.	Provide Technical support: Manage a Redkite Standard test helpdesk, offering expert assistance to users and resolving technical queries in a timely manner.
4.	Software Development: Develop and enhance the Standard Test software to meet stringent requirements of the MFRS, ensuring compliance and functionality.
5.	New System Development: Research and development new Asset Management system, including devising a comprehensive training strategy for its introduction and integration within the organisation.
6.	Module Management: Expand and manage additional modules on asset Management Systems, addressing areas such as defects, repair, and maintenance schedules to enhance functionality
7.	Technical Advisory Role: Provide guidance and advice on the technical aspects of equipment testing to both uniformed and non-uniformed staff, ensuring proficiency and adherence to standards.

8. Financial Oversight: Take responsibility for budgeting and authorising annual system fees, ensuring financial sustainability and accountability.
9. External Liaison: Collaborate with external organisations, providing feedback and outcomes to MFRS to facilitate informed decision-making. Collaborate with external auditors to compile reports on the asset management system, ensuring compliancy and transparency.
10. ICT and Telent Collaboration: Liaise with ICT regarding software and network issues and collaborate with Telent on system upgrades, ensuring seamless integration and operation.
11. Documentation and Training: Develop and update user guides and lecture packs, conduct equipment data searches, and maintain comprehensive equipment inventories to support training and knowledge dissemination.
12. Training Delivery: Plan, schedule, and deliver training sessions for all personnel, ensuring competency and proficiency in equipment management.
13. User Group Meetings: Attend user group meetings, representing the organisation and providing updates to MFRS as required.
14. Assisting the Senior Officers and as required in relation to research projects and departmental support.
15. To undertake any other duties deemed suitable by the Authority commensurate with the grade

## 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

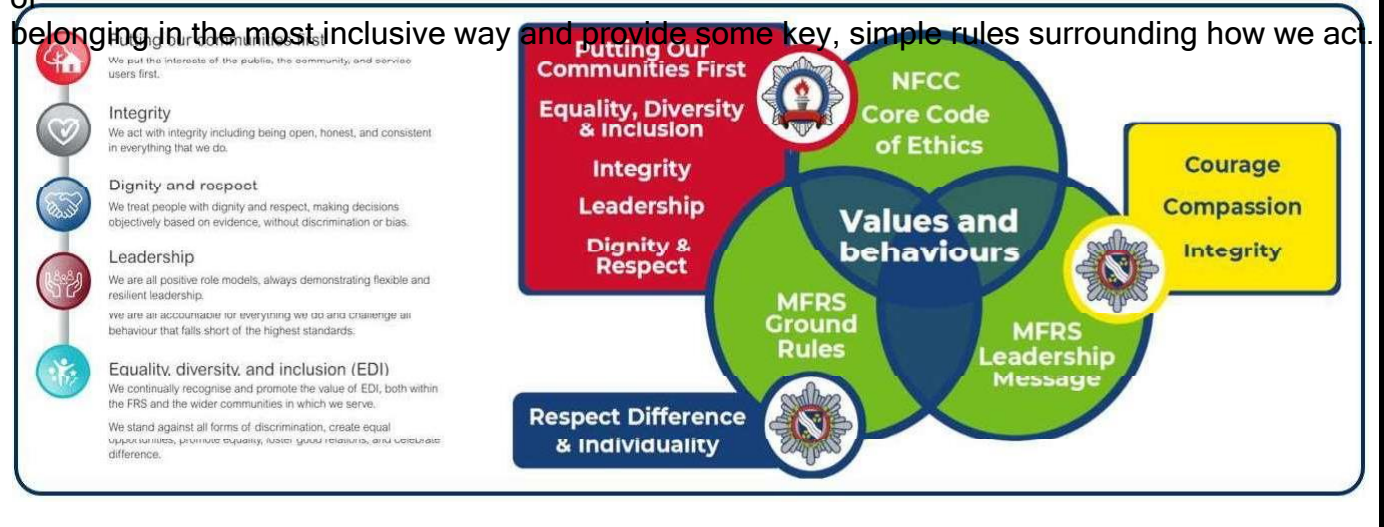
### We serve with **Compassion**

- 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

Personal Impact	LEADING YOURSELF		
<b>Outstanding Leadership</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>Service Delivery</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>Org. Effectiveness</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.
	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:	Equipment Asset Administrator	Team:	Operational Appliance & Equipment	
Salary:	Grade 5	Directorate:	Operational Preparedness	
QUALIFICATIONS & TRAINING			ESSENTIAL/DESIRABLE	ASSESSED BY
Good level of literacy and numeracy.			ESSENTIAL	A/I
G.C.S.E Maths and English.			DESIRABLE	PD
I.T. Qualification.			DESIRABLE	PD
KNOWLEDGE & EXPERIENCE			ESSENTIAL/DESIRABLE	ASSESSED BY
Experience of computerised databases, spreadsheets and e-mail.			ESSENTIAL	A/I
Experience of working in an office environment.			ESSENTIAL	A/I
Experience of working to deadlines.			DESIRABLE	A/I
Knowledge of computerised systems.			ESSENTIAL	A/I
Knowledge of filing systems.			ESSENTIAL	A/I
SKILLS & ABILITIES			ESSENTIAL/DESIRABLE	ASSESSED BY
Well developed interpersonal and communication skills.			ESSENTIAL	A/I
Good organisational skills.			ESSENTIAL	A/I
Ability to prioritise work.			ESSENTIAL	A/I
Good customer service skills. Ability to handle complaints.			ESSENTIAL	A/I
Good analytical and problem solving skills.			ESSENTIAL	A/I
Ability to work to tight deadlines.			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
Full UK driving Licence.				PD

A	Application	I	Interview	PD	Produce Documentation
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