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| JOB TITLE: | UK ISAR Logistics Officer and Known Consignor (Capability) |
| SALARY GRADE: | £44,571 (full time) Green Book Fixed Scale Point – Increases with NJC Pay Awards Salary pro rata'd for part time role |
| DIRECTORATE: | UK ISAR |
| TEAM: | UK ISAR |
| LOCATION OF WORK: | An agreed base of work. Requirement for National travel. |
| DIRECTLY RESPONSIBLE TO: | UK ISAR National Coordinator |
| LEADERSHIP BEHAVIOUR LEVEL: | Leading Yourself |

| MAIN JOB PURPOSE |
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| <p>The UK ISAR Logistics Support & Known Consignor Officer is responsible for ensuring that the UK International Search and Rescue (UK ISAR) capability maintains full operational readiness to support international deployments on behalf of the UK Government.</p> <p>The role provides end-to-end logistical management, Known Consignor (KC) compliance, and operational equipment/cache oversight to ensure teams can mobilise rapidly during international emergencies.</p> <p>The post also supports the wider UK ISAR capability programme funded by the Foreign, Commonwealth & Development Office (FCDO), delivering key elements of the annual plan, reporting, and assurance activities.</p> |

| KEY AREAS OF RESPONSIBILITY |
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| <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • Known Consignor (KC) Responsibilities • Act as the dedicated Known Consignor for UK ISAR, managing all KC compliance activities. • Identify and implement CAA-approved security procedures for warehousing and movement of UK ISAR equipment. <p><u>Logistics & Operational Cache Management</u></p> <ul style="list-style-type: none"> • Oversee the storage, testing, and readiness of all operational equipment including consumables, lifting equipment, medical cache, canine cache, flood and wildfire response equipment, and more. • Maintain accurate manifests for Search & Rescue, Command & Control, Base of Operations, and all other operational equipment sets. • Manage warehouse units and coordinate incoming/outgoing deliveries. <p><u>Deployment & Mobilisation Support</u></p> <ul style="list-style-type: none"> • Provide resilience and logistical assistance to mobilise teams during international emergencies. • Support overseas and UK deployments, including personnel mobilisation, equipment movement, and training logistics. |

Compliance, Standards & Assurance

- Ensure equipment meets statutory testing requirements (LOLER, PUWER, PAT).
- Work towards (and obtain within 12 months) INSARAG Logistics Classifier status.
- Support preparations for INSARAG External Reclassification processes.

Planning, Administration & Programme Delivery

- Maintain records relating to budgets, training, assets, and reporting for the Lead Authority.
- Support UK ISAR working groups, arranging meetings, travel, accommodation, minutes, and action logs.
- Contribute to quarterly information bulletins and capability tracking.

Training & Capability Development

- Assist with delivering training, exercises, and assurance functions as directed by the National Coordinator.
- Support research, development and refresh of equipment.

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 MFRS'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

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| 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:

Russ Gauden March 2026

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| Job Title: | UK ISAR EMT Logistics Support & Known Consignor Officer | Team: | UK ISAR |
| Salary: | £44,571 Green Book Fixed Scale Point | Directorate: | UK ISAR |

| QUALIFICATIONS & TRAINING | ESSENTIAL/ DESIRABLE | ASSESSE D BY |
|--|---------------------------------|-------------------------|
| Minimum rank of Competent Fire Fighter | E | A & I |
| Knowledge of UK ISAR mobilisation, equipment, cache | E | A & I |
| Evidence of Continuous Professional Development (CPD) | D | A & I |
| Experience of managing equipment capabilities | D | A & I |
| Recognised Health & Safety qualification – IOSHH General Certificate or equivalent | D | A & I |
| Recognised Equality & Diversity Qualification or evidence of continuous workplace application | D | A & I |
| Successful completion of a recognised Incident Command Course | D | A |
| Qualified in PAT testing/ Dangerous goods | D | A |
| Train the Trainer qualification | D | A |
| KNOWLEDGE & EXPERIENCE | ESSENTIAL/ DESIRABLE | ASSESSE D BY |
| An understanding of and commitment to providing a high-quality standard of service to all stakeholders both internal and external with Logistics and equipment management for UK ISAR responses. | E | A&I |
| Demonstrable commitment to equality and diversity issues in both service provision and employment practices | E | A |
| Demonstrate commitment to good data quality within all areas of work | E | A |
| Experience of negotiating with UK ISAR Frs'S, Partners and Volunteers | D | A |
| Possess practical experience of UK ISAR deployments, including consistently effective operational experience. | E | A&I |
| Experience of UK ISAR assets & procedures with a particular focus on UK ISAR | E | A&I |
| Experience of Regional or other Multi Agency groups | D | PD |
| Production and presentation of information including reports to managers and key stakeholders | E | A&I |
| Experience of developing constructive partnership working with internal and external stakeholders | E | A |
| Experience of working in a multi-agency environment | E | A&I |
| Experience of managing own workload, that of others and working to deadlines | E | A |
| Experience of planning, chairing and recording meetings | E | A |
| Experience of influencing and managing others effectively within an organisation | E | A&I |
| Demonstrate experience in supporting projects and teams, a high level of commitment and flexibility to meet objectives set by the National Coordinator | E | A&I |
| Experience of leading change and innovation within an organisation | E | A |
| Awareness and understanding of National Coordination and Advisory Framework | E | A |
| Evidence of supporting assurance audits | D | A |
| Experience of writing reports | D | A |
| Experience of asset management/manifests/ planning equipment responses | D | A |
| Experience of working in a politically sensitive environment with external stakeholders | D | A |
| SKILLS & ABILITIES | ESSENTIAL/ DESIRABLE | ASSESSE D BY |
| Ability to use Microsoft Office and other IT packages | E | A |

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| | Strong communication and interpersonal skills | E | A&I |
| | Demonstrates confidentiality when dealing with sensitive information. | E | A |
| | High level of planning, analytical and problem-solving skills | E | A |
| | Highly self-motivated and able to work on own initiative | E | A&I |
| | Positive approach to change and new challenges / experiences | E | A&I |
| | Flexible and adaptable to accommodate changing priorities | E | A&I |
| | Able to communicate effectively with a wide range of people | E | A&I |
| | Able to operate in new areas of work with limited support | E | A&I |
| | Willingness to learn and develop | E | A&I |
| | Able to provide information to support decision making | E | A&I |
| | Able to develop and implement organisational strategy | E | A&I |
| | WORK RELATED CIRCUMSTANCES | ESSENTIAL/ DESIRABLE | ASSESS D 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 |
| | Enhanced Disclosure Barring Service check (verification of unspent criminal records will be undertaken in the in the form of an enhanced disclosure barring service check. | E | MFRS |
| | Flexibility to work at locations across the country and work away overnight on a regular basis. | E | A |
| | To hold and maintain a current full valid driving license and access to a suitable vehicle. | E | PD |
| | Ability to travel internationally if required | E | I |

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| A | Application | I | Interview | PD | Produce Documentation | MFRS | If successful & conditionally offered the role, MFRS will complete |
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