



Protecting local
communities

VACANCY

Job Title: District Administrator

Hours: 37 hours per week

Salary: £16,781 - £17,772 (starting salary £16,781)

Duration: Fixed-term until 31 March 2019

Location: Training and Administration Hub, Queens Meadow Business Park, Hartlepool

Cleveland Fire Brigade have an opportunity for a District Administrator to join the service on a fixed-term a basis.

The fixed-term opportunity will provide a dedicated administrative support to Billingham, Stranton and Headland Stations, and requires a responsive and adaptable individual to fulfil the wide range of duties.

The role will provide a varied and interesting experience, with the opportunity to apply essential communication, organisation and planning skills in the context of administration, whilst managing work autonomously.

To download an application form and information pack visit www.clevelandfire.gov.uk, alternatively you can email recruitment@clevelandfire.gov.uk or contact the Human Resources Department on 01429 874022.

Closing Date: 20 February 2018

Assessment/Interview: 23 February 2018



Personal Role Profile

Role Title:	District Administrator	Reporting To:	People Manager
Location:	Stranton, Billingham & Headland Stations	Role/Grade:	Grade C
Purpose of Role:	To provide an efficient and effective administrative support to district		

Key Responsibilities

1. Provide general clerical/administrative support to all district personnel.
2. Provide a word processing service, preparing and printing documents.
3. Maintenance of petty cash and appropriate records.
4. Maintain a filing system to record and store information.
5. Maintain enter, retrieve and print data from database.
6. Maintain stock levels, issuing and ordering items on request.
7. Co-ordinate mail services, receiving, sorting distributing and dispatching mail.
8. Receive and assist visitors.
9. Communicate information electronically, sending and receiving messages.
10. Produce documents from own notes taken at meetings.
11. Contribute to organising events, arranging venues, resources and attendance.
12. To wear the corporate wear uniform in accordance with the Dress & Appearance Policy and Procedure
13. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
14. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
15. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
16. Carry out all duties as detailed in the Brigade's Health & Safety Policy

Role Map of National Occupational Standards		Nos	Modules
Take responsibility for effectiveness		FF2	
Support the development of colleagues in the workplace		FF7	
Prepare and print documents using a computer		Unit 204	
Record, store and supply information using a paper based filing system		Unit 205	
Enter, retrieve and print data in a database		Unit 206	
Maintain and issue stock items		Unit 208	
Co-ordinate mail services		Unit 209	
Receive and assist visitors		Unit 212	
Communicate information electronically		Unit 214	
Produce documents from notes		Unit 216	
Receive and make payments		Unit 219	
Contribute to organising events		Unit 311	
Personal Qualities and Attributes (PQAs)			
<p>Commitment to Diversity and Integrity Promotes and manages diversity and demonstrates a fair and ethical approach in all situations</p> <p>Openness to Change Proactively supports change, seeking opportunities to promote improved organisational effectiveness</p> <p>Confidence and Resilience Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations</p> <p>Working with others Leads, involves and motivates others both within the Fire & Rescue Service and in the community</p> <p>Effective communication Communicates effectively, both orally and in writing</p> <p>Commitment to Development Committed and able to develop self, individuals and teams to improve organisational effectiveness</p> <p>Problem Solving Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements</p> <p>Situational Awareness Maintains an active awareness of the environment to promote safe and effective working</p> <p>Commitment to Excellence Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements</p>			
Signatures			
Approved by: Line Manager		Date:	
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

PERSON SPECIFICATION

JOB TITLE: District Administrator

DEPT: Community Protection

GRADE: C

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW MEASURED (see key below)
EXPERIENCE/KNOWLEDGE <ul style="list-style-type: none"> Evidence of having experience of working in a busy office 	✓		A,I,R
SKILLS/COMPETENCE <ul style="list-style-type: none"> Competent in the use of IT tools i.e. Microsoft Word, Excel, Powerpoint, Outlook Good organisational skills Ability to prioritise work Commitment to a high standard of service Excellent communication and interpersonal skills at all levels of the organisation Accurate Typist Competent Minute Taker producing accurate minutes Promote a professional image with a polite and friendly manner 	✓ ✓ ✓ ✓ ✓ ✓ ✓		A,I,P A,I,R A,I A,I A,P A,I A,I
EDUCATION/TRAINING <ul style="list-style-type: none"> Excellent numeracy & literacy skills Driving Licence 	✓ ✓		A,P A,P
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> Ability to work closely with a team and independently Professional and confident attitude Smart appearance and pleasant persona Friendly helpful and alert Pleasant demeanour Flexible approach Ability to complete work under pressure 	✓ ✓ ✓ ✓ ✓ ✓ ✓		A,I I I I A,I A,I
OTHER RELEVANT POINTS <ul style="list-style-type: none"> Commitment to Equality and Diversity Commitment to Health and Safety 	✓ ✓		A,I A

A=Application, T=Test, I=Interview, R=References, P=Proof (certificates etc.)