



Protecting local
communities

VACANCY

Job Title: District Administrator

**Hours: 17 hours per week under the following working pattern;
Wednesday afternoon (1/2 day), Thursday and Friday**

Salary: £17,681 - £18,672 pro-rata (Starting salary £17,681 pro-rata)

Location: Based within the Middlesbrough Community Fire Station

Cleveland Fire Brigade has an exciting opportunity for a District Administrator to join the service.

The opportunity will provide a dedicated administrative support to our District Community Safety Hubs and Community Fire Stations and requires a responsive and adaptable individual to fulfil the wide range of duties.

This position primarily operates from Middlesbrough Community Fire Station however may require staff to operate from other Fire Stations / Offices in Cleveland.

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.

Closing Date: 16 October 2018

Assessment/Interview: 25 October 2018

Applicants who have not been contacted by should assume they have been unsuccessful.



North East
Better Health
at Work Award



Visit www.northeastjobs.org.uk for more vacancies within this organisation



Personal Role Profile

Role Title:	District Administrator	Reporting To:	Hub Manager / Station Manager
Location:	Middlesbrough District	Role/Grade:	Grade C
Purpose of Role:	To provide an efficient and effective administrative support to the Districts Station Manager, Fire Stations and Community Safety Hubs.		

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. Provide station inductions to building users.
10. To monitor building use for financial purposes.
11. To communicate with external users for room booking purposes.
12. To provide refreshments for building users.
13. Communicate information electronically, sending and receiving messages.
14. Produce documents from own notes taken at meetings.
15. Contribute to organising events, arranging venues, resources and attendance.
16. To wear the corporate wear uniform in accordance with the Dress & Appearance Policy and Procedure
17. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
18. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
19. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
20. 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)

Commitment to Diversity and Integrity Promotes and manages diversity and demonstrates a fair and ethical approach in all situations

Openness to Change Proactively supports change, seeking opportunities to promote improved organisational effectiveness

Confidence and Resilience Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations

Working with others Leads, involves and motivates others both within the Fire & Rescue Service and in the community

Effective communication Communicates effectively, both orally and in writing

Commitment to Development Committed and able to develop self, individuals and teams to improve organisational effectiveness

Problem Solving Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements

Situational Awareness Maintains an active awareness of the environment to promote safe and effective working

Commitment to Excellence Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements

Signatures

Approved by: Line Manager		Date:	
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

CLEVELAND FIRE BRIGADE

PERSONAL SPECIFICATION – DISTRICT ADMINISTRATOR

	Essential	How Measured	Desirable	How Measured
Qualifications/ Attainments	<ul style="list-style-type: none"> Excellent numeracy & literacy skills 	<ul style="list-style-type: none"> Application Form; 	<ul style="list-style-type: none"> Driving licence or access to a support driver 	<ul style="list-style-type: none"> Evidence
Experience and Knowledge	<ul style="list-style-type: none"> Evidence of having experience of working in a busy office 	<ul style="list-style-type: none"> Application Form, Interview; 		
Skills and Competence	<ul style="list-style-type: none"> Competent in the use of IT tools i.e Word, Excel, Powerpoint, Outlook Good organisation skills Commitment to a high standard of service Excellent communication and interpersonal skills at all levels of the organisation Accurate TPU Operator Competent Minute Taker producing accurate minutes Promote a professional image with a polite and friendly manner 	<ul style="list-style-type: none"> Application Form, Application Form, Interview; Application Form, Interview; Application Form, Interview; Application Form, Interview; Application Form, Assessment, Interview; Application Form, Interview; 		
Personal Qualities	<ul style="list-style-type: none"> Ability to work closely with a team and independently Professional and confident attitude Smart appearance and pleasant 	<ul style="list-style-type: none"> Application Form, Interview; Application Form, 		

	<p>persona</p> <ul style="list-style-type: none">• Friendly helpful and alert• Pleasant demeanour• Flexible approach• Ability to complete work under pressure	<ul style="list-style-type: none">• Application Form, Interview;		
Other Requirements	<ul style="list-style-type: none">• Commitment to Equality and Diversity• Commitment to Health and Safety• DBS Check	<ul style="list-style-type: none">• Application Form, Interview;• Application Form, Interview;• Application Form, Interview;		

CLEVELAND FIRE BRIGADE

DISTRICT ADMINISTRATOR

NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES

CONDITIONS OF SERVICE

- Role/Grade: £17,681 - £18,672 (Starting salary £17,681 pro rata)
- Hours: 17 hours per week (an annualised hours working scheme is in operation)
- Payment of Salary: Direct to Bank or Building Society on the 15th day of each month
- Annual Leave: 26 days rising to 31 after 5 years' continuous service pro rata
- Pension Arrangements: Care Average Local Government Pension Scheme (Optional)
- Car User Status: A pool car will be made available for business use as necessary.
- Uniform: A full uniform will be provided