



Protecting local  
communities

## Vacancy

**Job Title:** District Administrator

**Hours:** 17 Hours per week

**Salary:** £18,795- £19,171 (starting salary £18,795 Development) Pro rata

**Location:** Middlesbrough Hub

Cleveland Fire Brigade is looking for a District Administrator who is highly organised and committed to providing a high standard of service.

The successful candidate will provide a dedicated administrative support to our District Community Safety Hubs and Community Fire Stations and will be responsive and adaptable 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.

The Primary position Operates from the Middlesbrough Hub, however work outside of the district area could be required during periods of cover for other District Administrators.

To download an application form and information pack visit North East Jobs, alternatively you can email [recruitment@clevelandfire.gov.uk](mailto:recruitment@clevelandfire.gov.uk) or contact the Human Resources Department on 01429 874019.

**The deadline for applications is 17:00 hours on Sunday 16<sup>th</sup> August 2020**

**Dates for noting:**

Closing date:	16 <sup>th</sup> August 2020
Notification of shortlist:	W/C 17 <sup>th</sup> August 2020
Assessment	26 <sup>th</sup> August 2020
Interview:	3 <sup>rd</sup> September 2020

We are an Equal Opportunities employer and aim to ensure that our workforce is representative of the communities we serve. We understand that having a workforce which is made up of those from the wide range of communities, localities and backgrounds will enable us to offer the best possible service through strong community links, better understanding of our communities and providing opportunities for all. We particularly welcome applications from individuals from Black and Minority Ethnic Backgrounds (BAME), those who identify as Lesbian, Gay, Bisexual or Transgender (LGBT) or are registered as disabled as these groups are currently underrepresented within our workforce.



## Job Description and Person Specification

# District Administrator: Grade C

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## Job Description

Role Title	<b>District Administrator</b>	Reporting to	<b>Hub Manager/Station Manager</b>
Location	<b>Middlesbrough Hub</b>	Role/Grade	<b>Grade C</b>

### **Purpose of the Job**

To provide an efficient and effective administrative support to the Districts Station Manager, Fire Stations and Community Safety Hubs.

## **Key Duties and Responsibilities**

### **Corporate**

- 1.1 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing
- 1.2 To ensure individual continuous development to improve personal and organisational performance
- 1.4 To ensure compliance with the Data Protection Regulations
- 1.5 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
- 1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

### **Functional**

- 1.7 **To assist the Hub Manager and Station Manager in contributing towards:**
  - Maintenance of a filing system to record and store information.
  - Maintenance, entry, retrieval and printing of data from a database.
  - Receiving and assisting visitors.
  - Providing station inductions to building users.
  - Monitoring building use for financial purposes.
  - Communicating information electronically, sending and receiving messages.
  - Producing documents from own notes taken at meetings.
  - Contributing to organising events, arranging venues, resources and attendance.
  - Communicating with external users for room booking purposes.
- 1.8 **To contribute to delivery of the following services on a day-to-day basis:**
  - Provide general clerical/administrative support to all district personnel.
  - Provide a word processing service, preparing and printing documents.
  - Maintenance of petty cash and appropriate records.
  - Maintain stock levels, issuing and ordering items on request.
  - Co-ordinating mail services, receiving, sorting distributing and dispatching mail.
  - Providing refreshments for building users.
- 1.9 **To keep current with the latest developments and changes to legislation.**

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

## **Role Map**

In addition to the general qualities required, the post holder is subject to some aspect of the Fire and Rescue Service Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

- FF2 Take responsibility for effectiveness
- FF7 Support the development of colleagues in the workplace
- Unit 204 Prepare and print documents using a computer
- Unit 205 Record, store and supply information using a paper based filing system
- Unit 206 Enter, retrieve and print data in a database
- Unit 208 Maintain and issue stock items
- Unit 209 Co-ordinate mail services
- Unit 212 Receive and assist visitors
- Unit 214 Communicate information electronically
- Unit 216 Produce documents from notes
- Unit 219 Receive and make payments
- Unit 311 Contribute to organising events

### **Values and Behaviours**

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

### **Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the 'Blue Work Wear Uniform' as set out in the Brigade's Dress and Appearance Policy.

## Person Specification

Category	Criteria	Measure
<b>Qualifications Competences</b>	<ul style="list-style-type: none"> <li>• Excellent numeracy &amp; literacy skills (E)</li> <li>• IT competent in the use of Word, Excel, PowerPoint, Outlook (E)</li> <li>• Good organisation skills (E)</li> <li>• Commitment to a high standard of service (E)</li> <li>• Excellent communication and interpersonal skills at all levels of the organisation (E)</li> <li>• Competent Minute Taker producing accurate minutes (E)</li> </ul>	AF/C  AF/I/C  AF/I  AF/I  AF/I  AF/C
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of having experience of working in a busy office (E)</li> </ul>	AF/I
<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Promote a professional image with a polite and friendly manner (E)</li> <li>• Ability to work closely with a team and independently (E)</li> <li>• Flexible approach (E)</li> <li>• Ability to complete work under pressure (E)</li> <li>• Professional and confident attitude (E)</li> </ul>	I  AF/I  AF/I  AF/I  I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to meet the Service's medical requirements ( E)</li> <li>• Commitment to Equality and Diversity (E)</li> <li>• Commitment to Health and Safety (E)</li> <li>• DBS clearance (E)</li> <li>• Full current driving licence or access to a means of mobility support (D)</li> </ul>	AC  AF/I  AF/I  C  C

### Key Criteria

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate