

Job Description

Post Title:	Geographical Group Managers Administrative Assistant		
Directorate:	Service Delivery		
Department:	Operational Response		
Location:	As required		
Grade:	B/C	Date:	December 2019

Responsible To:	Group Manager
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Liaison With:	Staff at all levels, members of the public and external organisations.
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Purpose of Job:	To provide general clerical support assistance for the Group Manager, Station Managers, whole time and retained supervisory managers within the Group(s) as required.
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Main Activities, Duties and Responsibilities:

1. To provide administrative and clerical support to the Group Manager, Station Managers, Supervisory Managers, ensuring standardised administration procedures are implemented which may include the following: -
2. Assists in the production of innovative material e.g. leaflets, posters, letters, booklets, etc. for use in Community Safety projects and other District initiatives.
3. Acting as the first point of contact with potential clients. Dealing directly with requests and referring to the relevant supervisory manager, internal departments or onto other voluntary or public sector bodies as appropriate.
4. Processing Community Safety Event requests both pre-planned and Ad Hoc, District Community Safety events/initiatives. This includes the co-ordination, arranging and recording of activities, ordering of resources and liaising with other internal departments and external organisations/partners as appropriate.
5. Maintain accurate, valid, authentic and current information/data storage systems, both manual and electronic, to enable prompt retrieval of data and statistics in order to facilitate effective decision making by management and to meet with service policies and statutory obligations. Specifically, health and safety task based risk assessments, CFRMIS activities and Service Level Agreements (SLA's). Operational policies, SharePoint, database as required provision of station statistical information from these.
6. Arrange and implement the processes applicable to procurement of goods and services to support administrative and operational functions to achieve value for money, prompt maintenance and/or delivery and comply with Service policies.
7. Assist petty cash processes in line with service policies.
8. Undertake basic SharePoint administration such as the creation of document libraries, lists and surveys, etc.
9. To undertake training in bespoke Leicestershire Fire & Rescue Service software systems, as required.
10. Attend meetings to take minutes, preparing, disseminating notes via IT systems e.g. SharePoint, MS Outlook, Word. Agreement, with sufficient notice, to attend evening meetings.
11. Diary management for the Operational Response Area Manager, Group Manager & Station Manager, where necessary.
12. Cover for District Administration assistants if required.
13. Type, proof read and format documents provided by the Area/Group or Station Manager prior to their submission
14. General administration as detailed by the Geographical Group Managers.
15. To ensure that all tasks associated with this post are carried out to clearly reflect the Service's Equality and Diversity policies.
16. To maintain compliance with the Health and Safety policies of the Service at all times.
17. To undertake to carry out any such duties, as may from time to time, be agreed and directed by the Chief Fire and Rescue Officer, which are commensurate with the grade.

The job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Postholder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	None
Budget Indirectly Responsible For:	None
Number of Employees Responsible For:	None
Qualifications and Experience Required:	