

SOUTH WALES FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Department	Operations Department (Retained Management Team)
Post	Station Administrative Assistant (10 hrs per week part time)
Post No	NU255
Grade	4
Location	Porthcawl Fire Station
Responsible to	Retained Management Team Administrative Officer
Responsible for	N/A
Responsibility for Physical Resources	N/A
Responsibility for Financial Resources	N/A

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To provide a quality, general administrative support service to the Retained Duty System Station and Retained Management Team. Duties include accurate record keeping, updating computer systems, communicating with station personnel, other departments, and other external parties. Other duties include general word processing, opening/distributing mail and emails, answering telephone enquiries and other requests for general information.

DUTIES AND RESPONSIBILITIES

1. To provide general administration support to the personnel and Station Management Team on the RDS Station.
2. To ensure all non-confidential mail, including electronic mail, is opened and distributed to the appropriate personnel on a regular basis.
3. To formulate appropriate responses to information requests from other parties, whether internal or external to the organisation.
4. To handle confidential information as per Service protocol.

5. To ensure electronic filing system is effectively maintained as per instructions from the Retained Management Team.
6. To accurately record and submit a weekly RAS 1 attendance form of On Call hours including attendance at drill. To record known absences and identify unknown absences, record reasons for non-attendance at drill for auditing purposes.
7. To prepare, collate, scan and save to file Appendix 1 availability hours at the yearly review and as require due to primary employment shift changes. To submit to the Retained Management Team and apply to Rappel.
8. To submit various RAS forms on behalf of station personnel for processing by the Retained Management Team for pay purposes both accurately and timely in order to meet pay deadlines. To record contract changes, monitor and advise as required.
9. To organise, coordinate, record and advise on Annual Leave and Public Holidays. To provide accurate records to the Retained Management Team for auditing purposes.
10. To record and advise on Sickness, Special Leave and Unpaid Leave, update Rappel and complete the station attendance records for all Station personnel.
11. To arrange attendance of personnel at training courses, by liaising as necessary with appropriate personnel, advising of course dates and nominating on the service training system, CMS.
12. To record, update and monitor training qualifications and attendance on courses. To advise and liaise with Station Management Team as required to ensure all personnel remain in compliance of all qualifications.
13. To update as required the live crewing system, Rappel with accurate known absences such as sickness, annual leave and training courses. To create, edit and apply Appendix 1 hours of availability. To update station personnel crew profiles on Rappel.
14. To prepare and submit overtime claims, loss of earnings and other forms on behalf of station personnel.
15. To prepare for and attend station admin audits as required. To attended and contribute to station admin engagement days as required.
16. To order and maintain stocks of CFS and recruitment literature.
17. To order and maintain consumable stocks via the Finance system.
18. To arrange attendance of personnel at community events as required, for example, fetes or Schools for Community Fire Safety (CFS) work as directed.
19. To ensure weekly, monthly, quarterly and annual returns are completed.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

