

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Community Safety & Partnerships
Post	CS&P Specialist Practitioner Maternity Cover
Post No	502254
Grade	8
Location	HQ
Responsible to	Project Manager
Responsible for	None
Responsibility for Physical Resources	None
Responsibility for Financial Resources	None

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 work as part of a small team and assist in the development, planning, coordination and delivery of the Crimes and Consequences Project and other youth based activities within South Wales.

DUTIES AND RESPONSIBILITIES

- To provide the required support and assistance where necessary, to deliver the objectives of the REFLECT Project within the SWFRS service area and manage the administrative duties of the project as required.
- To organise and supervise the activities of teams of young people in a variety of environments i.e. drill ground, classroom, and external sites and maintain and promote healthy, safe and productive working conditions.
- To ensure close daily liaison with the REFLECT Project Manager.
- To identify and engage with Youth Offending Teams, Secure Estates, Communities First Teams, the Police and other external agencies that deal with young people who have or are on the cusp of offending.

- To provide information and education to those identified and work toward lowering the risk of their involvement in the anti-social activities covered.
- To develop, create, update and maintain a data base of groups identified as at risk, analysing and evaluating all work undertaken.
- To develop new education resource packs.
- To ensure line manager and other practitioners are kept informed on progress of groups assigned to you.
- To represent the Department on internal and external committees and the working parties of partner organisations.
- To support Station Managers, as well as external agency workers with identifying appropriate groups/areas to target for the provision.
- To be a positive Role Model for the Young People at all times.
- To be prepared to work flexible/unsociable working hours.
- To maintain personal core competencies and help to develop those of others where appropriate.
- Any other duties commensurate with the post and grade.

KEY TASKS/FUNCTIONS

1. To promote, plan and deliver the REFLECT Projects key aims and educate the community to improve their awareness of safety matters. Raise awareness of its benefits and potential impact to the communities of South Wales.
2. To effectively manage safe drill ground activities and maintain supervision competency
3. To manage appropriate projects, identify and engage with all potential audiences who have been identified as offenders or on the cusp of offending by the appropriate agency.
4. To promote Health and Safety in the workplace in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and such other legislation as may be appropriate to the individuals working situation. More specifically, you must take reasonable care for your health and safety and that of others who may be affected by your actions and rectify as far is reasonably practical or report to senior management, and work situation which might give rise to serious or imminent danger. More specific guidance on individual responsibilities can be found under the Organisational Procedures Index, HSGN 2.
5. To keep up to date with current issues and best practice surrounding the subject and integrate these into existing service delivery.

6. To maintain and develop working relationships with relevant agencies and Fire and Rescue Service Staff.
7. To proactively assist in the continual development of youth intervention projects and to assist in the development of a programme that maximises resources in accordance with the principles of best value.
8. To ensure discretion, sensitivity and confidentiality is applied at all times in accordance with service policies and procedures.
9. To identify and deal with potential conflict amongst students, dealing with it in an appropriate and positive manner.
10. Preparation in advance of courses; this involves writing presentations, preparing course notes, checking equipment and assessing the risks planned by activities.

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

NB: The administrative centre for this role will be South Wales Fire and Rescue Service Headquarters.

This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

An Enhanced Disclosure Barring Service (DBS) check will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position.

