**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | District Command Co-ordinator |
| **Job Reference** | 18310 |
| **Grade and Salary** | 4 - £27,711 - £32,654 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Suffolk Fire and Rescue Service, Response Command |
| **Location** | Bury St Edmunds Fire Station, 81 Risbygate St, Bury Saint Edmunds IP33 3AT |
| **Hours per week** | 37 |
| **Status** | **Fixed Term or Secondment for up to 12 months (maternity leave)** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

Co-ordinate and manage aspects of District activity within the Response Command, providing full business (Fire) support to the District and Deputy District Commanders as required, along with station needs as agreed with the district management team and as indicated in the JPP for Response Command Districts.

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| **What you will be expected to deliver in the role** |

**District Management team**

* Working to the District Management team within Response is a demanding role, being responsible for co-ordinating and managing (delegated) a wide and varied range of Response command needs. Including assisting management, administrative, budgetary and day to day needs for functional efficient running of the District wholetime and On Call stations.

**Personnel/Recruitment**

* Delegated management for an area of the recruitment process of On Call personnel, collating applications, facilitating all the required processes across Service and County Council teams.
* Medical referrals at recruit, periodic (RPM) and referral phases maintaining confidentiality whilst liaising with the Occupational Health provider/individual and District Management team.
* Provision of sickness/absence monitoring reports as required for periodic review by the District Management team.

**Financial**

* Thorough understanding of the Oracle Budget management system, providing monthly reports for budget forecasting, transactions between departments across the Service and County Council
* Monitor budgets for financial irregularities and trends responsible for Budget over/under spends.
* Provide advice and guidance on agreed administrative financial procedures and policies ensuring that all legislative and County Council regulations and practices within own service area are complied with.

**Station Management/Administration**

* Deal effectively with more complex and non-routine queries and issues, providing clear guidance and implementing outcomes where appropriate.
* Measure and assess manage the performance of On Call stations and personnel through Gartan reports.
* Processing of contractual change requirements through to Human Resources i.e. temporary promotion, leavers forms etc. ensuring correct allocation of budget as required.
* Manage store requests from District team whether via P2P for external needs or internal service area request process.
* Responsible for managing and processing station access requests for outside agencies, members of the public and contractors.
* Manage a wide range of internal and external enquiries efficiently and within Information Management guidelines
* Optimise the ICT systems and administrative processes within the team that support the work of the command, co-ordinating requirements, implementing process improvement and identifying training needs where appropriate.
* Assist with the periodic audit of stations across all required areas (H&S-Operational equipment)

**Projects**

* Manage or participate in cross-functional project work that may have Service wide impact following guidelines from a manager. This may involve research and investigative work into more complex areas as well as providing general administrative or specialist support.
* Undertake one off projects within own team/Response Command.
* Active participant in the functional management team within their service area.

**Training and Competence**

* Generate, update and manage the training planners for On Call stations for competence to be maintained by operational personnel.
* Distribution and Management of the Annual Training Needs Assessment process for Operational personnel collating requests from stations for prioritisation of training allocation to be conducted.
* Mange the requirements for personnel attending LGV medicals

**Team and Service**

* Co-ordinating for internal and external bodies, must be able to plan and manage own time prioritising time critical workloads displaying adept resourceful proactive abilities with a positive and flexible approach to changing workplace demands created by operational influences.
* Record minutes of Service meetings and Disciplinary cases where required maintaining confidentiality always.
* Updating of Business Continuity Plans for stations/teams within District maintaining up to date contact details of emergency personnel (Fire)
* May support other managers in recruitment and other HR processes.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. A relevant qualification at Level 3 or above, or equivalent, knowledge skills and experience.
2. A relevant qualification at Level 4 or above, or equivalent, knowledge skills and experience. (Desirable)
3. European Computer Driving Licence (ECDL). (Desirable)
4. High levels of Literacy and Numeracy.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Comprehensive understanding of data protection and confidentiality issues.
2. Excellent organisational skills to manage and prioritise workload whilst delivering within the required timescale.
3. Minute and note taking skills to assist with meetings and HR cases.
4. Oracle budget management.
5. P2P.
6. Occupational Health process management.
7. In-depth knowledge of IT systems i.e. Microsoft Office Word, Excel etc.
8. Knowledge of procedures and policies to determine solutions quickly.
9. Ability to identify, develop and maintain relationships with internal and external parties, engaging District Junior Officers in working together to deliver against the organisational and County Council objectives/vision.

**Additional requirements**

1. Ability to travel around the county (lone working) to different locations using service vehicles. (Desirable)

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Our Values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **Our Core Code of Ethics** |



At Suffolk Fire and Rescue Service, the Core Code helps every member to act in the right way in our service to the public and towards each other. The Core Code applies to everything we do. It will help us to continue to do our jobs professionally and to the best of our ability.

Visit the [**NFCC Core Code of Ethics page**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/) for more information.

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.