

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Operations – Central Staffing
Post	Administration Assistant - Training
Post No	NU 006
Grade	6
Location	FSHQ
Responsible to	Office Manager – Central Staffing
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
Responsible for the nomination of Station based personnel and the administration of the delivery of training for the Operations Department.

DUTIES AND RESPONSIBILITIES

1. To nominate, administer and co-ordinate station based personnel for training courses ensuring compliance with Service policies, procedures and legislation.
2. To liaise directly with the Stations, Training & Development Department and outside agencies in relation to the training of all operational personnel.
3. To liaise with the Central Staffing Administrative Officers regarding the availability of Station based personnel for training courses.

4. To arrange employees attendance at training events including confirmation of venues, equipment and course material required for operational personnel training.
5. To maintain systems for recording training management information.
6. To prepare briefing notes and reports relating to training management information, as required.
7. To compile training statistics returns and collate data for the Administrative Officers.
8. To provide cover for the Administrative Officers in Central Staffing, as required.
9. To raise orders through the Reqlogic indenting and ordering systems when required.
10. To attend and contribute to meetings, as directed.
11. To assist with internal and external general enquiries.
12. To open, distribute, collect and forward internal and external mail.
13. To provide general clerical support including word processing, photocopying, filing, faxing, shredding and maintaining stocks of stationery.
14. To maintain attendance records for Operations Department personnel as and when required.

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 of:

- **Service to the community**

We value service to the community.

- **People**

We value all our employees.

- **Diversity**

We value diversity in the service and the community.

- **Improvement**

We value improvement at all levels of the service.

