

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Training & Development
Post	Administrative Assistant
Post No	502224
Grade	Grade 5
Location	Cardiff Gate Training & Development Centre
Responsible to	SM Operational Development

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 quality and professional administrative support to the South Wales Fire & Rescue Service's Training & Development Department.
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DUTIES AND RESPONSIBILITIES:

1. To be responsible for the day to day running and administration of the Training and Development Department.
2. To establish/maintain new and old filing systems both paper and electronic, databases, accurate & confidential records to support the training staff in the reporting of accurate and timely management information.
3. To co-ordinate activities associated with the delivery of Technical Tests to Operational Staff (Coordinate room bookings, accurate maintaining of databases, process special requirement request, process eligibility checks, inviting candidates, facilitating and invigilating test, quality control checks for test results, producing result letters, sending result letters, OMPI's).
4. To produce supporting course materials such as instructor packs, student notes, pre-course learning and any other additional literature required (e.g. to format, print, collate and bind documents as per requirements for course type).
5. To deal with requests for training materials equipment and to maintain accurate records, including issuing publications to authorised Fire Service libraries.

6. To order and maintain consumables, i.e. stationery and process orders for all goods and services, as required by the Training & Development Department
7. To assist in maintaining attendance records and rotas for training staff.
8. General administrative duties to include receiving, opening, stamping, circulating departmental mail, dealing with general telephone and written enquiries, photocopying, etc.
9. To ensure compliance with confidentiality, and the Data Protection Act in relation to all training records and personal candidate information and assessment materials.
10. Assist SWFRS Technical Delivery Manager and SWFRS' supplier to prepare, manage and monitor the annual scrap car planner and contract throughout the year including invoicing.
11. Attend meetings, produce minutes and action plans for attendees.
12. To carry out the duties of the post with limited supervision.
13. To provide support to other areas of the department commensurate the role when requested. Covering duties, as resilience, for the Training Support Team during periods of staff absence.
14. Work in conjunction with Planning and Partnership Co-ordinator. To facilitate the delivery of training for SWFRS.
15. Provide admin support for the SWFRS Firefighter Apprenticeship Scheme. Liaise with partnership management and administration i.e., CAVC. Assist with monitoring and approving progress reviews of all candidates. Administration and record keeping for candidate certification.
16. Have knowledge of and ability to assist with the Skills for Justice OCDS & WDS diploma and SFJ accredited courses i.e. Incident Command, BA Instructors, RTC Instructor, Bariatric Instructor, CFBT Instructor and additional qualifications as requested.
17. Process all work requested from Internal Quality Assurers, such as updating databases, competent pay request, scanning and accurate storage of documentation. Monitor IQA completion for SFJ and processing student qualifications. To have a general working knowledge of assessment management and administration.
18. Development to competent, administration & accurately recording of competent pay request for Crew Manager and above.

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**