

Joint Fire Control – Reserve

JOB DESCRIPTION

Department	Fire Control
Post	Reserve Firefighter Control
Location	Joint Fire Control – South Wales Police Headquarters Bridgend
Responsible to	Control Manager

MAIN PURPOSE OF THE POST
<ul style="list-style-type: none">• To work as part of a team to receive emergency and non-emergency calls from members of the public and other agencies.• To mobilise resources as instructed.

DUTIES AND RESPONSIBILITIES:

- 1 To answer and process emergency calls, providing appropriate support to callers.
- 2 To transmit and receive messages via the radio.
- 3 To be proficient in the operation of Control equipment.
- 4 To ensure that the correct availability of officers and appliances is shown at all times.
- 5 To inform other emergency services and utility companies as per laid down procedure.
- 6 To inform available officers.
- 7 To be proficient in applicable business continuity and resilience procedures.
- 8 To maintain accurate incident logs through which all incident related activities are recorded.
- 9 To ensure all defects are correctly recorded and reported as necessary.
- 10 To carry out administrative duties as required by the fire officer.
- 11 To work collaboratively with all emergency agencies throughout Wales as required.
- 12 If necessary, to assist in the training and supervision of Reserve Control Firefighters developing in role.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- To complete all duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme 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.