

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Training & Development (Operational Development Team)
<b>Post</b>	Training Systems Administrator
<b>Post No</b>	504124
<b>Grade</b>	Grade 5
<b>Location</b>	Cardiff Gate Training & Development Centre
<b>Responsible to</b>	SM Initial Training

**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.**

<b>MAIN PURPOSE OF THE POST</b>
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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. Have knowledge of and ability to assist with 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. Provide admin support for 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 working knowledge of assessment management, administration.
18. Admin support for SFJ external audits and provide External Quality Assurers with information on the overall operation of the Centre. Make assessors and Internal Quality Assurers/Qualification Coordinators are familiar with the recording systems, documentation and procedures for assessment and internal quality assurance.

19. Development to competent, administration & accurately recording of competent pay request for Crew Manager and above.
20. Registration of all SFJ candidates in accordance with specified procedures. Registrations/entries received from SFJ Awards and Learner enrolment numbers are checked & recorded
21. Attend SFJ Standardisation meetings, produce minutes and action plans and send to all attendees.
22. Admin support Assessment & Development programme for OCDS. Producing invitation timetable, Joining Instructions/ Invitations in accordance with programme planning for candidate attendance. Populating planner with required dates & instructor allocation requirements. Monitoring of required courses and amend in line with initial courses.
23. OC – WDS course preparation. Collate & prepare all course paperwork required for OC and WDS initial courses.
24. Graduation co-ordination – Procure all services and goods required, eg silver axe, chair hire. Send invitations & collate attendance list. Collate all information for graduation booklet & certificates and liaise with Babcock and media to produce. Co-ordination & set rooms on graduation day.

## **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**

