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**Post Specification**

**Organisational Support**

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| **Date** | **July 2023** |
| **Post Title** | Risk Management Technician - Operational Planning |
| **Job Family Role Profile** | **OS9** |
| **Final Grade** | **9** |

**To be read in conjunction with the job family role profile**

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| **Service Area Description** | | |
| The post holder will work as part of the Cumbria Fire & Rescue Service (CFRS) Operational Planning team providing direct support in all aspects of Operational Support. | | |
| **Purpose of this post** | | |
| To plan, organise and prioritise the delivery of Service specialised activity area(s) to meet given standards and Service Level Agreements. | | |
| **Key job specific accountabilities** | | |
| * Collate data, compile and submit reports as required. Make recommendations and report trends to Service management, including utilising databases to analyse and present data / information. * Plan, coordinate, action and monitor risk related information to ensure it remains timely relevant and accurate. * Ensure integrity of data and reports * Be responsible for the preparation and delivery of operational policies and procedures and ensure information, procedures and audit and review processes remain relevant and accurate. * Maintain, improve and oversee Service specific technology related systems. Provide quality assurance of such technology systems as required. * Provide information, advice, training and support for the development of Service staff and other appropriate stakeholders to ensure an effective service delivery. * Communicate and liaise with Service related stakeholders. Attend and contribute to internal/external meetings. * Contribute to Service related projects as required. | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | None |
| **Staff Management Responsibilities** | | The post holder will not have any direct line manager responsibilities but will contribute to team-working and have responsibility for providing guidance, and where necessary training to CFRS staff. |
| **Other** | | None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * NVQ Level 3, Professional qualification or equivalent experience in relevant area of work. * Knowledge of the procedures and approaches in the Service Support team and a general understanding of procedures, regulations and legislation applicable. * Knowledge of Service specific technologies and stakeholders. * Knowledge of local and national Fire related documents, reports and projects. * Thorough understanding of Operational Planning functions to provide advice confidently and competently. * Good interpersonal skills * ICT competent with skills relevant to the Operational Planning team work load. | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires a Standard DBS check. | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * Normal | |
| **Physical Demands** | * Normal | |
| **Working Conditions** | * Normal | |
| Other Factors | | |
| * Required to attend meetings in and out of County. * Maybe required to work outside of normal office hours with notice given. | | |