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**5686**

**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.
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| **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.
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| **Disclosure and Barring Service – DBS Checks** |
| * This post requires a Standard DBS check.
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| **Job working circumstances** |
| **Emotional Demands** | * Normal
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| **Physical Demands** | * Normal
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| **Working Conditions** | * Normal
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| Other Factors |
| * Required to attend meetings in and out of County.
* Maybe required to work outside of normal office hours with notice given.
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