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**Post Specification**

**Operations**

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| **Date** | **November 2023** |
| **Post Title** | Asset Management Technician – Technical Services |
| **Job Family Role Profile** | **OP9ii** |
| **Final Grade** | **Grade 9** |

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

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| **Purpose of this post** | | |
| The post holder will work as part of the Cumbria Fire & Rescue Service (CFRS) Service Support team providing direct support in all aspects of the Technical Service Department.  To support all aspects of work carried out within the technical services department to given standards, including research and development in relation to operational equipment, appliances and resources. | | |
| **Key job specific accountabilities** | | |
| 1. Support the research and development in relation to operational equipment, appliances and resources. 2. Provide information and advice in relation to operational equipment, appliances and resources, working with staff and stakeholders to respond to and resolve problems/queries. 3. Support effective delivery of the basic testing and repair procedures of operational equipment. 4. Plan, coordinate, action and monitor the delivery and dispatch of store department items and associated record-keeping 5. Assist with maintaining the hydrant records to ensure that accurate information is recorded and that repairs and maintenance is carried out by the appropriate agency. 6. Represent the Service at meetings, forums and working groups locally, regionally and nationally when necessary. 7. Responsible for preparing and delivering operational policies and procedures and ensuring information, procedures, audit, and review processes remain relevant and accurate. 8. Attend any training courses required for the fulfilment of this role. 9. 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. Ensure the integrity of data and reports. 10. Maintain, improve and oversee Service specific technology-related systems. Provide quality assurance of such technology systems as required. 11. Contribute to Service-related projects as required. Attend and contribute to internal/external meetings. 12. Support workstreams across the entire department 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 teamwork and have responsibility for providing guidance, and where necessary instruction to CFRS staff. |
| **Data Responsibilities** | | * None |
| **Other** | | * None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * NVQ Level 3, Professional qualification or equivalent experience in relevant area of work. * Experience in understanding and interpreting complex technical documents, procedures, regulations and legislation, including providing advice. * Thorough knowledge and understanding of operational equipment, information and associated processes. * Experience in project support/management * Good interpersonal and self management skills * ICT competent, with proven experience in using ICT systems to collate information * The ability to produce and present reports with appropriate recommendations | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires a DBS check. * The level of check required is:   + DBS Standard | | |
| **Job Working Circumstances** | | |
| **Emotional Demands** | * Normal | |
| **Physical Demands** | * Normal | |
| **Working Conditions** | * Normal | |
| **Other Factors** | | |
| * Required to attend meetings in and out of the County. * May be required to work outside of regular office hours. | | |