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**Post Specification**

**5686**

**Organisational Support**

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| **Date** | **August 2024** |
| **Post Title** | Risk Management Technician (Operational Intelligence/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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| **Purpose of this post** | | |
| To ensure up to date, accurate risk critical information, intelligence and data is available to support Cumbria Fire and Rescue Service meet their Community Risk Management Plan. | | |
| **Key job specific accountabilities** | | |
| * Input, collate and report data from various sources to support and inform timely decision making on risk critical information * Utilise a number of databases to analyse and present data and information, ensuring the quality and integrity of the data. * Quality Assure incident reports and service instructions ensuring continual learning and best practice * Provide information, advice, training, and support for the development of Service staff and other appropriate stakeholders to ensure an effective service delivery. * Liaise with key stakeholders including other Fire and Rescue Services, Home Office, Local Authorities, Police and other partner organisations * 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 and other stakeholders. |
| **Other** | | * None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * NVQ Level 3 Professional qualification or equivalent experience in relevant area of work. * Knowledge of local and national Fire related documents, reports, and projects. * Good interpersonal skills. * ICT competent with excellent skills in Microsoft Excel and Word | | |
| **Desirable Criteria – Qualifications, knowledge, experience and expertise** | | |
| * Knowledge of the procedures and approaches in the Operational Intelligence/Operational Planning team and a general understanding of procedures, regulations, and legislation applicable. * Knowledge of service specific technologies and stakeholders, namely MDT, 3TC, Gartan, ORI, NWFC and IRS. * Thorough understanding of Operational Intelligence/Operational Planning functions to provide advice confidently and competently. | | |
| **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. | | |