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**Post Specification**

**Regulation and Technical**

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| **Date** | **July 2025** |
| **Post Title** | Technical Services Coordinator |
| **Job Family Role Profile** | **RT11** |
| **Final Grade** | **Grade 11** |

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

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| **Purpose of this post** | | |
| To provide day to day Supervision and coordination of the Technical Services (TS) team, using detailed and specialist knowledge to procure, record and distribute risk critical equipment and clothing to CFRS workforce and fleet of appliances. The post will also supervise the delivery of water supplies for firefighting purposes. | | |
| **Key job specific accountabilities** | | |
| 1. Supervision of TS staff, including performance management, discipline, appraisal, personal development planning, operation of induction and probation procedures 2. To maintain, and to contribute to the development of digital systems including Asset Management Software. 3. To ensure compliance with all necessary procurement frameworks including the technical requirements of commissioning and decommissioning of bespoke operational equipment and clothing. 4. To identify trends, interpret information and to reduce corporate risks by providing subject matter advice and detailed reports, based on substantial knowledge and experience, to inform future practice. 5. Responsibility for managing stock control, including cyclical stock checks to inform financial management planning. 6. Ensure that stock delivery schedules and provider contracts are met and dealing with any related queries by liaising with key stakeholders. 7. Supervision of the Services hydrant maintenance, providing technical and professional advice to strategic leaders, including liaison with the water undertaker for ongoing repairs. 8. Having a high knowledge base of, and ensuring compliance with technical policy, procedure, best practise and legal requirements. | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * The role has no direct budget responsibility but requires procurement activities to align with established budgetary requirements and organisational expectations. |
| **Staff Management Responsibilities** | | * Yes. The role will line supervise several positions within the Technical Services structure. |
| **Other** | | * None. |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Willingness to undertake work related learning and development. * NVQ Level 4 in technical related subject or have relevant substantial experience. * Clear understanding and knowledge of relevant health & safety legislation (desirable to have an IOSH Managing Safely qualification or equivalent). * Experience in using modern office-based software (Microsoft preferred). * Previous experience of working and leading in a multi-functional office environment. * Knowledge and capacity to deliver technical work workloads with precision and efficiency. * Accurate numeracy, analytical and comprehension skills. * Minimum of Category B Driving License. | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * The level of check required is:   + DBS Standard | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * Minimal. * Some lone working | |
| **Physical Demands** | * Minimal. | |
| **Working Conditions** | * Mainly indoor working. * Will involve occasional work out of the county including over night stays | |
| Other Factors | | |
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