

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Breathing Apparatus, PPE & Robotics Co-Ordinator	JEID	K0102
Salary Grade:	I		
Team:	Technical Support		
Service Area:	Fire & Rescue		
Primary Location:	Fire Service Headquarters, Warwick Street, Leamington Spa		
Political Restriction	This position is not politically restricted.		
Responsible to:	Fleet & Equipment Manager		
Responsible for:	N/A		

Role Purpose

- To manage the day to day running of the Breathing Apparatus and PPE contracts, including the service, maintenance and repair of such items.
- Responsible for the introduction of Robotics (drones) into WFRS and ongoing operations as per the relevant legislation.
- Support and assist the day-to-day operation of Technical Support within Fire and Rescue Service.

Role Responsibilities

To manage the day to day running of the Breathing Apparatus and PPE contracts, including the service, maintenance and repair of such items.

To become the SME (subject matter expert) and central contact for Breathing Apparatus and PPE queries.

To investigate any near miss incidents or accidents relating to Breathing Apparatus, PPE and robotics.

Ensure all operational Fire Fighters have the correct PPE required to carry out their role at all times.

Ensure that the recording of defects, service, maintenance and repair of equipment is done correctly on the relevant database for audit purposes.

Responsible for procurement, service, maintenance and repair of drones and future robotic equipment – including firmware updates as required.

Oversee, implement and maintain legislative safety requirements of Civil Aviation Authority (CAA) CAP722.

Setup and maintain IT systems to collect relevant data required for CAA regulations.

Oversee and coordinate the initial training and continuous professional development of new/competent pilots as required.

To ensure collaboration with project teams/departments to support the sustainability of drone technology in line with our digital and data strategy.

To annually re-gain CAA permissions to ensure WFRS remain compliant.

To support the cost centre manager with forecasting; monitoring and maintaining budgets

To support and ensure operational equipment is regularly tested and maintained in accordance with the manufacturer's recommendations and is fit for purpose.

Liaise with other departments and teams within the Council to ensure that Operational staff are provided with information, guidance and support on the correct operation of equipment.

Communicate with external suppliers in person, on the phone or in writing.

To travel to different Fire Stations providing training on technical maintenance of Breathing Apparatus, PPE and robotic equipment where applicable.

To undertake maintenance checks on Fire and Rescue vehicles and drive them as required.

Assist in the general running of the Technical Support Team and undertake any other duties are required.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Financial management skills including forecasting; monitoring and maintaining budgets	A, I
Strong attention to detail, accuracy in all work submitted, understanding importance of delivering accurate work at all times	A, I
Able to communicate in person and in writing a variety of information to a range of people, adopting a range of styles, tools and techniques appropriate to the audience	A, I
Able to build, develop and maintain effective working relationships with internal and external stakeholders to deliver outcomes	A, I
Ability to present sound and well-reasoned arguments to convince others to adopt a course of action which is not necessarily their preferred approach	A, I
Ability to independently interpret and analyse varied and complex information or situations	A, I
Strong decision-making experience, able to evaluate the best course of action when faced with a problem or number of options	A, I

Excellent planning and organising skills. Ability to work under pressure including meeting deadlines, dealing with interruptions and conflicting priorities	A, I
Resilience, manages emotions in the face of pressure, setbacks or when dealing with challenging situations.	
Ability to work as part of a team and on your own initiative, supporting other team members when required out of normal hours	A, I
Working knowledge and experience of maintaining equipment carried on Fire and Rescue appliances (training can be provided)	A, I, D
Experience of basic maintenance procedures and use of power tools	A, I
Physically fit, with experience of manual handling and carrying heavy equipment	A, I
Hold a Clean Driving Licence (car/van). Ability to travel effectively and efficiently as required	A, I, D
Strong IT skills including Email; Excel; Word, as well as of using databases	A, I
Experience of handling confidential information with tact and discretion	A, I
Flexible working attitude and be available 'out of hours' on a rota basis to attend operational incidents where a drone is required and provide advice and training where necessary.	A, I

Desirable Criteria

Assessed By:

IOSH/NEBOSH Qualification	A, I, D
Familiarity with WFRS Policies and Operational procedures	A, I
Experience in using frameworks and call off contracts.	A, I
Strong knowledge and experience of Breathing Apparatus and PPE.	A, I
Relevant Drone Flying/Operators Licence and General Visual Line of Sight Certificate.	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input checked="" type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g., long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input checked="" type="checkbox"/> Work requiring respirators or masks	<input checked="" type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	