

# 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:	Risk and Assurance Support Officer	JEID	M0708
Salary Grade:	F		
Team:	Risk Management and Assurance Health and Safety		
Service Area:	Warwickshire Fire and Rescue Service (WFRS)		
Primary Location:	WFRS HQ, Warwick Street, Leamington Spa, Warwickshire, CV32 5LH		
Political Restriction	This position is not politically restricted.		
Responsible to:	Community Risk Management Plan Manager		
Responsible for:	N/A		

#### Role Purpose

This role is part of Warwickshire Fire and Rescue Service providing support across two specialist teams, the Health and Safety Team and the Risk Management and Assurance Team. Due to the nature of their work, both teams work together closely to ensure that the service is effectively assessing and mitigating risk, for its people and for the communities of Warwickshire.

You will support both teams by delivering high quality professional support, working proactively, and considering new ways of working that will contribute to service priorities and continue to build upon our risk management culture.

The role is key in underpinning the management of the Fire Service's risks and priorities that feed into the Community Risk Management Plan (strategic plan).

#### Role Responsibilities

To co-ordinate across the Fire Service the development and maintenance of the Service's risk registers, ensuring identified risks which are fed back from the Service, are escalated appropriately and their assessments are complete and accurately recorded on risk registers.

Through timely feeding of risks into management meetings and proactively escalating risks where determined by management, ensure the risk registers are kept up to date in order to provide meaningful data to the Service and strategic levels within the County Council on organisation and community risks.

To proactively engage with Service Managers to build relationships that will help drive improvement and continue to build upon our risk management culture.

To coordinate Health and Safety reviews and assurance assessments, including arranging audit and assessment meetings, disseminating guidance and documentation, and providing support to relevant teams in the timely production of action plans and reports.

To undertake risk management activities, for example assisting with thematic reviews, assisting with improvement/change projects.

To undertake research and information gathering activities from a variety of sources to respond to information upon request, from for example HMICFRS or leaders in the organisation.

To creatively utilise a variety of analytical techniques to assist in the production of reports.

To be the guardian of relevant databases and management information systems which are used to record a range of data.

Provide support to the teams to deliver workplace inspections and peer reviews, including HMICFRS & HSE.

To provide support to line manager for the smooth running of the team's regular meetings and recording of outputs.

To support both teams in the delivery of annual team plans.

On behalf of the team to use the procurement card within agreed budget, and maintain the team's financial records on relevant systems.

To undertake all necessary learning & development to fulfil the role.

To support the Health & Safety team by coordinating the health and safety training provision across the service.

To work flexibly, as required, to meet the needs of the Fire Service which operates across different locations within Warwickshire, 24/7 365 days of the year, supporting the workforce in line with modern and flexible working arrangements.

To maintain utmost confidentiality at all times due to the nature of the role within the Fire Service and the communities it serves.

To undertake any other reasonable duties and responsibilities as 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:

Relevant NVQ4 or equivalent qualification, or a minimum of 3 years relevant experience.	A, I
Understanding and awareness of risk management in the community.	A, I
Understanding and working knowledge of Health & Safety responsibilities of an organisation.	A, I
Good literacy and numeracy skills.	A, I
Good analytical skills and the ability to gather, interpret and present data using digital tools.	A, I
Ability to extract data from computerised systems and convert into meaningful information.	A, I
Good communicator using a variety of methods for a range of audiences.	A, I
Good IT skills particularly Microsoft Office, Word, Excel and Outlook.	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions.	A, I
The ability to cope with emotional demand arising from the work being undertaken.	A, I
Experience of handling and processing manual and computerised information.	A, I
Good organisational skills with excellent attention to detail.	A, I
Ability to work as part of a team whilst having the confidence and ability to also work on own initiative.	A, I

### Desirable Criteria

Assessed By:

Understanding of the principles of risk management, assurance, and evaluation.	A, I
Knowledge of the Health and Safety Management System.	A, I
Knowledge of Warwickshire County Council Financial Systems.	A, I
Ability to travel to various locations throughout Warwickshire as required.	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 type="checkbox"/> Driving HGV or LGV for work
<input 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 type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input 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 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 type="checkbox"/> Work requiring respirators or masks	<input 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 checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	Lone travel to/from meetings.