

Job Description

For Non-Streamlined Safeguarded 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:	Operational Training Support Officer	JEID	K0052
Salary Grade:	Grade G		
Team:	Training and Development		
Service Area:	Warwickshire Fire and Rescue Service (WFRS)		
Primary Location:	Training and Development Centre		
Political Restriction	This position is not politically restricted.		
Responsible to:	Wach Manager – Operational Training and Development		
Responsible for:	N/A		

Role Purpose

To support the effective delivery of operational training across Warwickshire Fire and Rescue Service by providing practical, logistical, and administrative assistance. The role ensures training equipment, resources, and facilities are prepared, maintained, and available to meet service requirements, while supporting the development of learning materials and maintaining accurate records.

The post holder will contribute to safe and realistic training delivery, including the operation of specialist facilities, and work collaboratively with internal teams and external partners to ensure training is delivered efficiently and to a high standard.

Role Responsibilities

Support the safe and effective delivery of operational training, including use of the hot fire simulator. Provide logistical support, including preparing venues, moving vehicles, and transporting equipment and personnel.

Assist in developing training materials, including capturing photo and video content.

Maintain accurate records using Service systems and databases.

Coordinate maintenance of vehicles and equipment, liaising with internal teams and external providers.

Inspect, test, and maintain fire service equipment to ensure operational readiness.

Support joint training activities with partner agencies.

Undertake general administrative duties as required.

Travel to different workbase locations as required and work flexibly, including evenings and weekends, to support service needs.

Work in line with health and safety, equality, and Service standards.

Carry out any other duties appropriate to the role.

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:

Good literacy and numeracy skills	A
Good basic I.T skills	A
To be able to communicate in person and/or in writing, a variety of information to a range of people	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A, I
Knowledge of electronic databases	A, I
Driving Licence including LGV Category C and willingness to travel occasionally to a variety of work locations	A, I
Ability to work flexibly including some weekends or evening work	A, I
Good working knowledge and understanding of Fire Service equipment and procedures	A, I
Good knowledge, understanding and experience of Fire Service appliances and specialist equipment	A, I
Manual handling qualification/training	A, I, D
The role is subject to a satisfactory DBS check	D

Assessed By:

Desirable Criteria

Creation of photographic or video material including social media and/or PowerPoint	A, I
Experience of working in a training environment	A, I
Experience in the use of wearing Breathing Apparatus	A, I
Relevant Training qualification	A, I, D

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults a Disclosure and Barring (DBS) check will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

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

<p>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.</p>	
<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 checked="" 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 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 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 checked="" type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" 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):	