

Job Description

# **Job Title:**

Centralised Administrative Officer

# **Responsible To:**

Head of Administrative Support

# **Grade:**

Grade 4, Spinal Column Point 9-13, £26,409 - £28,163 (pro-rata based on hours worked)

# **Hours:**

30 hours per week – Monday to Friday (6 hours per day)

# **Location:**

Lancashire Fire and Rescue Service, Service Headquarters, Garstang Road, Fulwood PR2 3LH

# **Other terms and conditions:**

* National Joint Council for Local Government Services
* A Flexi Time Scheme is in operation
* Ad Hoc Car User

**Special Requirements**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service.
* It is a requirement of the post that the post holder will be able to attend evening and weekend meetings/events as required.
* This role is subject to a Standard Check by the Disclosure and Barring Service[[1]](#footnote-1)

# **Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2022/04/Community-Risk-Management-Plan_2022-27-FINAL-VERSION-13-April-22-amends-page-15.pdf).

# **Job Role**

The role of the CAO is to contribute to the work of the Lancashire Fire and Rescue Service by providing a range of administrative support services to assist in the efficient running of the Centralised Admin Office.

These are to be carried out within the framework of policies and procedures determined by the Combined Fire Authority and Fire and Rescue Service Management Team.

# **Responsibilities**

* Administration of the Oracle Procurement system, requisitioning, processing invoices for payment and expediting outstanding orders to ensure timely delivery of goods.
* Organise Service Ceremonies e.g. Carol Service, Long Service Good Conduct.
* Administration, processing and payment of long service gifts.
* Monthly reconciliation of credit cards and accommodation.
* Fleet and Engineering administrative tasks, processing of notices of intended prosecution (NIPs), bus land penalties and parking changes.
* Servicing of meetings, e.g.  minuting meetings and distributing minutes.
* Administering the booking of Conferences and Seminars.
* Administering the booking of travel and accommodation requirements.
* Administration of the Routine Bulletin.
* Administration of multiple databases - updating sickness records, maintaining and updating key and ID databases, processing referrals, updating spreadsheets required for Management information.
* Minute meetings.
* Providing generic ad hoc administrative support to Service Headquarters departments.
* Provide cover for Reception when required.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues.

**Employee Specification**Please note all criteria are essential unless otherwise stated.

# **Qualifications**

* Four GCSEs at Grade C or equivalent qualification (one of which should be English Language).

# **Experience**

* Previous office experience.
* Working knowledge of Microsoft Office.
* Experience of working as part of a team.
* Experience of working with computerised systems to record and maintain a variety of data accurately.
* Experience of working flexibly to provide an efficient and effective support service.

# **Knowledge, Skills, and Abilities**

* Good communication skills.
* Ability to word process at a minimum speed of 30 wpm
* Ability to work on own initiative and as part of a team with minimum supervision.
* Ability to prioritise workloads to ensure effective and efficient provision of administrative services.
* Ability to maintain records accurately.
* The ability to apply a knowledge of safeguarding (as appropriate to the role)
* The ability to apply knowledge of health and safety as it is applicable to the job role.
* A commitment to inclusion, equality, and diversity.

# **Desirable**

* Knowledge and previous experience of Oracle procurement system.
* Ability to minute meetings.

# **Special Requirements of the Post**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service as detailed in the terms and conditions of the post, see further details.
* It is a requirement of the post that the post holder will be able and be prepared to attend evening and weekend meetings/events as required.

# **Terms and Conditions**

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# **Location:**

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# **Car Parking:**

Free Car Parking Facilities are available at LFRS Service Headquarters.

# **Pension:**

Local Government Pension Scheme

# **Annual Leave Entitlement:**

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Up to spinal column point 13

0-5 years: 23 days

5-9 years: 28 days

10 years and above: 28 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

# **Other Terms and Conditions:**

* National Joint Council for Local Government Services.
* Lancashire Fire and Rescue Service operates a flexi-time scheme.
* Ad Hoc Car User

# **Car Categorisation**

Ad hoc

Current Category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.

It is also a requirement that you provide, at your own expense, a suitable vehicle for use when required on official business journeys.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “Lancashire Fire and Rescue Service Ad Hoc Car User Scheme”.

The vehicle provided must be fit for purpose and meet the following requirements:

* Valid MOT test certificate.
* Maintained in accordance with the manufacturer’s recommendations, kept in good condition and be always fully road legal.
* Insured for you to drive on official business journeys.
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business.

# **Clearances:**

* Satisfactory references
* Standard Disclosure and Barring Service Check[[2]](#footnote-2)
* Occupational Health Assessment

It is unacceptance for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.

1. With effect from 6 July 2023, Fire and Rescue Authorities have been listed in Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, meaning that all LFRS roles are subject to a Standard Level Disclosure and Barring Service (DBS) Check as a minimum. Some roles within the Service will be eligible for a higher level check depending on the duties of the role. [↑](#footnote-ref-1)
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