



Job Description

Job Title:

Drone Co-ordinator

Responsible To:

Drone Manager

Responsible For:

Drone Pilots

Grade:

Grade 6, Spinal Column Point 20 to 27, £32,597- £38,220 (pro-rata based on hours worked)

Hours:

15 hours per week plus 48 hours per week standby availability outside of normal office hours

Location:

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

Other terms and conditions:

- National Joint Council for Local Government Services (Green Book)
- 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 Service¹

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

- The ability to work in situations where you may see blood, seriously injured and deceased people
- The post holder must be able to gain access to locations to enable take-off and landing in safe environment close to areas of operations.
- Be able to and prepared to undertake drone related work outside of normal office hours during night and weekends as required
- Hold or have the commitment to obtain and maintain upon appointment an Emergency response/blue light driving qualification or requalification.
- The ability to meet and maintain medical and fitness standards appropriate to DVLA Group 2 and lone working.
- Maintain multiple specialist qualifications including drone operations, assessor or instructor roles, regulatory compliance and response driving.

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](#).

Job Role

The Drone Co-ordinator ensures the safe, legal and effective operation of the LFRS Drone Team. The role carries operational responsibility for emergency deployments, regulatory compliance, the development and assurance of drone pilot competence, and the maintenance of organisational drone capability and resilience. The postholder supports the Drone Manager in the development of national drone policies and projects, deputising and progressing work independently as required.

The role operates across two distinct domains: a structured part-time office-based commitment and a formal on-call standby commitment requiring the postholder to remain contactable, fit for duty and available to mobilise to emergency incidents outside of normal working hours.

Responsibilities

- Make operational decision-making taking accountability during live deployments, with decisions impacting public safety, firefighter safety, aviation safety and legal compliance
- Maintain the business continuity and resilience of the Service's drone capability.
- Provide professional and technical support to the Drone Manager, including deputising as required and progressing work independently.
- Represents the Service at local, regional and national meetings, forums and working groups relating to drone operations, governance and standards.
- Supports recruitment initiatives for drone pilots, including promotion of the role and assessment of candidate suitability
- Undertake interview, selection, appointment and initial competence assurance of new drone pilots
- 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.

Regulatory Compliance and Governance

- To maintain relationships with regulatory bodies Including the Civil Aviation Authority (CAA) and ensure that LFRS complies with current air navigation legislation.

- To be responsible for monitoring and responding to changes in air navigation requirements that may affect national and local drone operations.
- To ensure evidential capture, data governance and disclosure compliance meet GDPR requirements and court standards
- To manage reputational and regulatory risk associated with highly visible drone deployments.
- To assist in the development and production of detailed reports to support national drone governance arrangements

Emergency Operations

- To provide a response to all emergency calls when on standby to pilot the drone or provide operational assurance.
- To turn out to live incident grounds, deploying and operating drones in dynamic and hazardous operational environments which can be traumatic, distressing or challenging.
- To act as the primary incident command interface for drone operations, providing professional advice on capability, limitations and risk to the incident commander.
- To exercise operational decision-making accountability during live deployments, with decisions impacting public safety, firefighter safety, aviation safety and legal compliance.
- To provide operational supervision and tasking of drone pilots during emergency response.
- To perform multi-agency operational liaison during incidents and exercises where drone capability informs tactical decisions.
- To provide operational cover during periods of increased service demand, major incidents or resilience events.
- To assess risk, understand risk and undertake appropriate operational risk assessments in dynamic environments.

Team Leadership and Pilot Development

- To train new drone pilots as necessary, acting in an assessor or instructor capacity
- To assess pilots to ensure safe and legal operating practices, maintaining records of competence.
- To support recruitment initiatives for drone pilots, including promoting the role and assessing candidate suitability.
- To participate in the interview, selection, appointment and initial competence assurance of new drone pilots.
- To provide professional and technical support to the Drone Manager, including deputising as required and progressing work independently.

Equipment and Capability Management

- To liaise with the manufacturer and maintain the drone in line with manufacturer's guidelines to maintain a high state of readiness.
- To exercise custodianship over high-value specialist equipment, ensuring serviceability, readiness, and mitigation of loss or damage.
- To maintain the business continuity and resilience of the Service's drone capability.

National Representation and Policy

- To attend when required National Fire Chiefs Council and other meetings in relation to drone policy and procedures.
- To represent the Service at local, regional and national meetings, working groups and forums relating to drone operations, governance and standards.
- To be responsible for research and analysis of a range of drone related data to inform policy, operational decisions and service improvements.

Information, Reporting and Administration

- To effectively utilise Information Technology.
- To collect and record information from incidents for future use in reports etc.

Employee Specification

Please note all criteria are essential unless otherwise stated.

Qualifications

- Civil Aviation Authority (CAA) General Visual Line of Sight Certificate
- Level 3 Award in Education and Training (or equivalent assessor / instructor qualification)
- Emergency response / blue-light driving qualification (or commitment to obtain and maintain upon appointment)

Experience

- Experience of interpreting and applying air navigation law as applicable to Fire & Rescue Services
- Experience of managing a Fire and Rescue Drone Team
- Experience of operational drone deployment in emergency response environments
- Experience of lone working and autonomous decision-making in hazardous or time-critical environments
- Experience of multi- agency operational liaison

Knowledge, Skills, and Abilities

- The ability to provide support with the writing of documents, reports and briefing notes
- Ability to spot hazards and risks to firefighters for the various incident types being attended (house fires, HAZMAT, water rescues, RTCs etc.)

- Ability to exercise operational command-level decision-making during live drone deployments impacting public safety, firefighter safety, aviation safety and legal compliance
- The ability to work autonomously and undertake lone working, including unsupervised mobilisation, technical judgement and out-of-hours decision-making
- Evidence of evaluating pilot competence
- Knowledge of GDPR, evidential data management and court disclosure standards
- The ability to develop effective relationships at all levels of LFRS, work collaboratively with support departments and support other colleagues across the service
- Demonstrates evidence of preparing, producing and presenting high quality reports
- To be able to prioritise work independently
- Excellent ICT skills and knowledge of Microsoft Office products
- Excellent communications skills; written, verbal presentation and face to face at all levels of the organisation
- Good numeracy skills
- Excellent attention to detail
- 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

- Experience of representing an organisation at regional or national forums
- Knowledge of emergency service drone governance arrangements and frameworks

Terms and Conditions

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Hours:

15 hours per week plus 48 hours per week standby availability outside of normal office hours

Location:

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Car Parking:

Free Car Parking Facilities are available at Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH

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: -

Spinal Column Points 20-36

0-5 years: 28 days

5-9 years: 28 days

10 years and above: 31 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.

Car Categorisation

Ad Hoc Car user

Current Category 'B' (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Engineering 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.)

Optional

Clearances:

- Satisfactory references
- Standard Disclosure and Barring Service Check²
- Occupational Health Assessment

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.

(Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.)

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

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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.