



Job Description

Job Title:

Rota Management Officer

Responsible To:

Rota Management Team Leader

Responsible For:

None

Grade:

Grade 4, Spinal Column Point 9-13, £27,254 - £29,064

Hours:

36.25 hours per week, Monday to Friday

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)
- 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

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.

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

Assist in the day to day running of the Rota Management team. Have knowledge and understanding of the Service response model, including accepted degradation factors, the authority to make dynamic decisions on staffing and appliance positioning and consistency in the application of the rota rules, with the confidence and authority to provide challenge to poor rota management.

Responsibilities

- Administering the Gartan rotas system throughout the Service including:

Wholetime –

- Arrange detachments
- Process/arrange overtime
- Authority to grant overtime
- Remove appliances from duty if/when required
- Enter/Update Parim
- Update RADAR
- Manage rotas – Wholetime, DCP, FDC, IIO, FDO, Modified Duty, Protection
- Input new recruits onto Gartan
- Process PM1's – staff movement, acting up, retirement, change FDO location
- Allocate Duty AM/GM/NILO & CSO
- Entering and Updating skills
- Adding new users
- Password reset
- Raise shortage of staffing to Duty SM/GM
- Provide the Police with a list of Duty AM/GM/NILO & CSO every week
- Print all rotas once per week for BCP

On Call –

- Allocate leave
 - Allocate the hours for the station
 - Adding new users`
 - Password reset
 - Arrange Overtime for strategic stations
 - Add new users
 - Print rota's once per week for BCP
-
- Assist with the Gartan portal where necessary
 - Assist in the testing of the latest versions of Gartan
 - Assist with delivering training
 - Assist Team Leader in various tasks

- 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 GCSE's at Grade A-C or equivalent qualifications

Experience

- Previous work experience
- Working knowledge of Microsoft Office including Word, Excel, Outlook and PowerPoint

Knowledge, Skills, and Abilities

- Effective verbal communication skills including the ability to interact confidently with staff at all levels of the organisation offering a positive customer experience.
- Ability to show initiative and work as part of a team
- Flexible approach to work
- 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.

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

Job Title:

Rota Management Officer

Responsible To:

Rota Management Team Leader

Grade:

Grade 4, Spinal Column Point 9-13, Grade 4, Spinal Column Point 9-13, £27,254 - £29,064

Hours:

36.25 hours per week

Location:

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

Car Parking:

Free Car Parking Facilities are available at 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 plus paragraph below

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
- Occupational Health Assessment
- Standard Disclosure and Barring Service Check.²

² 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.