



## Job Description

**Job Title:**

Service Fitness Advisor

**Responsible To:**

Safety, Health and Wellbeing Advisor

**Responsible For:**

None

**Grade:**

Grade 6, Spinal Column Points 20-27, £32,597- £38,220

**Hours:**

36.25 hours per week

**Location:**

Safety, Health & Environment Department, Lancashire Fire and Rescue Service  
Headquarters, 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.

## **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 Service Fitness Advisor is required to lead, plan, contribute to and execute LFRS' Fitness Policy and continue to organise and support the structured Annual Fitness Assessments for all operational staff. Along with internal partners they will deliver health and wellbeing promotion to all LFRS personnel.

The Service Fitness Advisor will be expected to work flexibly in order to support operational staff on all duty systems.

## **Responsibilities**

- To lead, develop, support, monitor and evaluate the Fitness Assessments in accordance with Service Policy.
- To advise the Service on policy matters relating to physical fitness and produce policy and guidance documentation as required.
- To maintain data relating to fitness within the Service and produce reports and action plans.
- To be responsible for the organisation, coordination and administration of physical assessments associated with the recruitment and selection of staff.
- To represent the Service within external relevant forums and with other Fire and Rescue Services, being an ambassador for the Health and Wellbeing agenda, and to ensure best practise.
- To utilise their experience and enthusiasm to deliver the fitness policy and encourage the development of a fit and healthy workforce Service-wide.
- To provide lifestyle and fitness advice to all employees of the Service as required in appropriate media.
- In liaison with OHU, to design and deliver fitness/health promotion campaigns, presentations and material for use in the Service.
- To liaise with Humans Resources (HR), where appropriate, Occupational Health and PTIs on the rehabilitation of personnel as required, and the development of specific remedial programmes for fitness, weight management and health related lifestyle factors.
- To ensure compliance with GDPR and that confidentiality of information is maintained.
- To coordinate the activities of all Service PTIs and ensure consistency of working practices across the Service.
- To be responsible for the maintenance and oversight of gym equipment at all sites, record and maintain fitness equipment asset log, organise annual maintenance contract visits, evaluate contractors performance, prioritise resulting work schedule for repairs/replacement against available budget.
- To procure new fitness equipment in accordance with Service purchasing rules.
- Attend/membership of appropriate meetings, working parties and project groups as required.
- Supporting Service activities by developing a network of contacts both within and outside the organisation, regionally and nationally; in relation to identifying best practice, innovation, and ensuring currency with the FireFit Programme.

- 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. 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 acts or omissions.

## **Employee Specification**

Please note all criteria are essential unless otherwise stated.

### **Qualifications**

- Minimum of PTI Level 3 and/or equivalent other appropriate professional fitness/personal training qualification.

### **Experience**

- Understanding and practical experience of designing and delivering personalised exercise programmes for a range of individuals and awareness of how these can be applied in an occupational context.
- Experience of management of gym equipment.
- Experience of producing guidance and procedures, developing action plans, and evaluating processes.

### **Knowledge, Skills, and Abilities**

- The ability to apply an excellent knowledge of fitness, health and nutrition.
- Ability to prioritise workloads and meet deadlines.
- Excellent interpersonal skills, and the ability to deal with people at all levels of the Service.
- Ability to maintain a confident and resilient attitude in challenging situations.
- Excellent communication skills, both verbal and written, with the ability to present to small groups.
- Good working knowledge of Microsoft Office and associated packages.
- The ability to produce health promotion material to a high standard.
- The ability to influence and engage with people using a range of tools and techniques.
- 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:**

Service Fitness Advisor

### **Responsible To:**

Safety, Health and Wellbeing Advisor

### **Grade:**

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### **Hours:**

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### **Location:**

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Headquarters, Fulwood, Preston, PR2 3LH

### **Car Parking:**

Free Car Parking Facilities are available at Service Training Centre.

### **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.
- 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
- Occupational Health Assessment

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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 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.