



Job Description

Job Title:

Trainer Support

Responsible To:

Service Support Team Leader

Responsible For:

None

Grade:

Grade 5 SCP 14-19 £30,515-£33,119

Hours:

36.25 hours per week

Location:

Lancashire Fire and Rescue Service Training Centre, West Way, Euxton, Chorley, PR7 6DH

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.
- It is requirement that the post holder will have a willingness to work towards obtaining an LGV and ForkLift/JCB truck licence and an expectation to gain these post appointment if not currently held.
- It is requirement that the post holder will have a willingness to work towards obtaining a Lyons PPE inspection course, Abrasive wheels and PASMA tower course.
- An ability/willingness to wear Breathing Apparatus as necessary.
- It is a requirement of the post that the post holder will be able to attend evening and weekend meetings/events as required.

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

Support the Team Leader with undertaking duties to ensure that equipment, firegrounds, galleries, and firehouses are clean, prepared and maintained in line with Health and Safety requirements.

Responsibilities

- Scenario set ups as per course requirements, which includes:
 - Loading of fire cribs with pallets
 - Positioning of heavy casualties in galleries
 - Loading of equipment i.e. 13.5 & 10m ladders, holmatro cutting equipment etc. on to fire appliances
 - Hose laying and make up
 - Instructor trainer support liaison
 - Knowledge of courses.
- Temperature monitoring for all galleries to include:
 - Liaison officers for calibration services
 - Temperature monitoring downloads
 - Record keeping
- Breathing Apparatus including:
 - Car burns, Fire loading, Room burns
 - Safety officers
 - Cylinder inspections
 - Data recording
- Gallery maintenance including:
 - Deep cleaning for all galleries
 - Liaison officers for maintenance companies
 - Up to date work instructions & risk assessments
 - Internal and external exit doors free and easy access
 - External & internal area clean, clear and free of any hazards
 - Gallery inspections complete on a monthly basis and recorded.
- Fireground inspection, cleaning of all areas and defect reporting.
- Support safe systems of work by maintaining health and safety checks on galleries and firegrounds in accordance with risk assessment and work instructions.
- Data recording of BA instructors, subjected to: Number of individual wears, Maximum temperatures experienced.
- Standard test recording and maintenance for all equipment, including completion of standard tests within frequency requirement and defect reporting of appliances and equipment on Tranman.
- Liaising with line managers for the ordering of fuels and props, including: Gas cylinders, Paraffin, Vehicles, Chipboard and Hay etc.
- Stores ordering of personal issue for TOR personnel, uniform, PPE and accessories, Stores inventory, administration, distribution and other ordering.
- Personal Protective Equipment (PPE) contact for Training Centre personal, sizing, distribution and record keeping for Mi-station.

- Personal Protective Equipment (PPE) for Swift Water Rescue Technician (SRT) training courses and liaison officers including kit preparation for students, inventory for all equipment and recorded acceptance records, sizing of SRT instructors.
- Laundry washing/cleaning of PPE and item inspection and recording.
- Fork lift/JCB truck operators, Gallery/fire crib loading and Pallet/cars unloading.
- Duty drivers, deliveries, collections and towing.
- Accident Reporting – SHEREP.
- Flexible to accommodate weekend working when required i.e. Pad Days, Crew Training and Charity days.
- Working Parties for new galleries, facilities upgrading and supporting HSE meetings.
- Support maintenance staff with site maintenance when requested by line management.
- 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.

Knowledge, Skills, and Abilities

- Ability to use Microsoft Office Packages including Word, Outlook, and Excel.
- Effective verbal communication skills, face to face telephone and email.
- An ability to work independently and use own initiative.
- Well organised and the ability to maintain effective administrative systems both manual and electronic.
- Able to maintain confidentiality at all times.
- Excellent interpersonal and communication skills in order to build positive relationships with colleagues.
- The ability to establish good working relationships with Training Prop providers and maintenance companies.
- 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

- GCSE in English and Maths (or equivalent)
- First Aid Qualification
- Administrative experience
- Experience of a training environment
- Overseeing contractors on a day to day basis
- Experience of operating stock control systems or their equivalent
- Experience of operating site security systems
- Ability to maintain accurate computerised and manual documents and records
- Knowledge of procurement procedures
- Knowledge of transport maintenance systems
- HGV Category 'C' driving licence

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.
- It is requirement that the post holder will have a willingness to work towards obtaining an LGV and Forklift truck licence and an expectation to gain these post appointment if not currently held.
- 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.
- The post is physically demanding at times and therefore requires a good level of fitness, for example to be able to load 13.5 & 10.5m ladders, cutting equipment; hose laying and make up on to appliances.
- An ability/willingness to wear Breathing Apparatus as necessary.

Terms and Conditions

Job Title:

Trainer Support

Responsible To:

Support Services Team Leader

Grade:

Grade 5 SCP 14-19 £30,515-£33,119

Hours:

36.25 hours per week

Location:

Service Training Centre, West Way, Euxton, Chorley, PR7 6DH

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: -

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.

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.

Clearances:

- Satisfactory references
- 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 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.