

JOB DESCRIPTION

<u>Job Title</u>	Operations Administrator
<u>Reports to</u>	Operations Facilitator
<u>Reporting staff</u>	None

Job Purpose

Provide a wide range of administrative duties relating to the day to day operation of the service prevention strategy in particular relation to the Group Management Team and Fire Stations. To provide effective and efficient administration support to the team and external stakeholders providing information and support.

Generic Responsibilities/Job Family

Admin Support

To provide a wide range of administrative services supporting the Area team, which may include taking minutes for meetings, diary/travel arrangements, attending to visitors, word processing and document production.

To be a point of contact for a Service function and provide appropriate and timely information on request.

To undertake project tasks or more specialised administrative work relating to a specific function or department.

To create, maintain and interrogate data systems, ensuring the integrity and safekeeping of all data.

NOT PROTECTIVELY MARKED

<u>Specific Responsibilities</u>	
1	Ensure all resources (e.g. office supplies, leaflets,) for Group Management Team are in stock and available to Fire Stations.
2	Support with the allocation of community event resources e.g. prevention display kits and pride related banners/giveaways etc.
3	Support the Service Delivery Facilitator in managing all document management systems. To maintain, input and interrogate data systems so that accurate, up to date records are available for the Group Management Team.
4	Assist with the compiling of management reports and statistical information as required to demonstrate performance in line with the requirements of the Group & the Service. Each administrator will be assigned work references to negate duplication of tasks.
5	To provide general administration support to the Group Management Team and organise meetings, take minutes and record decisions & actions and circulate to those necessary.
6	Support the Group Management Team with external and internal event management and Group meetings, as well as other administrative tasks.
7	Gather information of the groups station costings and prepare data for the monthly GMT meetings.
8	To co-ordinate diaries and work schedules in line with team availability and geographical location.
9	Act as a point of contact for internal and external queries, including facilitating surveys and questionnaires.
10	Support the FF'd hubs including correspondence with hub leads, ensuring relevant invites are sent and feedback collated. Provide oversight of FF's in development, pathways to competency highlighting delays to the District Commanders and Group Managers.
11	Provide data to the District Commanders and Group Managers on the number of candidates in the recruitment process for their district/group. Highlighting delays and problems in order for these to be address and processed in a timely manner.