

JOB DESCRIPTION

<u>Job Title</u>	Incident Command Technical Writer
<u>Reports to</u>	ICS Manager
<u>Reporting staff</u>	Corporate Incident Command Trainers

Job Purpose

To design and facilitate multimedia packages to support Incident Command and Operational training and assessment, training delivery and assessment of Operational Competence

Generic Responsibilities/Job Family

Specialist

Offer expert advice and support on software and training packages to colleagues and external parties

Set up and maintain effective procedures and administrative systems

Represent the department at relevant meetings, internally and externally, including regional and national events

Handle project tasks or specialised work for the service across multiple departments

Manage data collection, maintenance, and ensure timely and accurate information within the Service systems

NOT PROTECTIVELY MARKED

Specific Responsibilities

1	Create multimedia training materials, like virtual assessments, scenarios, e-learning modules, and presentations in various formats.
2	Work with other teams (internal & external) to align training materials.
3	Coordinate and support training packages to ensure they run smoothly.
4	Ensure training equipment, such as laptops, radios, and body-worn cameras, is ready and safe for use, while managing and maintaining these facilities.
5	Assist in training and assessments of operational skills, as well as facilitating assessment activities like simulations, role-plays, and feedback sessions, all in line with service standards.
6	Securely handle data from assessments.
7	Install and maintain IT hardware and software, diagnose and fix issues, and work with ICT teams or specialists when needed.
8	Stay updated on new technology and recommend improvements for training tools.
9	Train new and existing users of training simulation systems and keep documentation up to date.
10	Make sure graphics and materials meet corporate standards, working with the media team and external clients if needed.
11	Maintained continued professional development and maintenance of skills as required.