

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY	
date	1 AUGUST 2003	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

APPOINTMENT OF AN ADMINISTRATION MANAGER

1. PURPOSE OF THE REPORT

- 1.1 To seek Members' approval for the creation of a new post of Administration Manager.

2. BACKGROUND

- 2.1 Administration is currently devolved across the Service with each department being allocated an administrative resource. Within each department, in general, a single senior administrator has responsibility for performing a line management function over administration. The exception to this approach is seen within the District structure where District Station Officers perform the line management role.
- 2.2 A review of the Service Administration function was carried out during 2002 which identified that there is no formal structure for control, development and management across the Service. Furthermore, the existing administration management structure is not providing the most effective use of valuable resources, nor is it ensuring that administration evolves at the same pace and in the same direction as the rest of the organisation.
- 2.3 Within the recommendations of the Administration Review report was the suggestion that the Service should consider the appointment of an Administration Manager responsible for the day-to-day management of the function and to contribute to its continued development.
- 2.4 Since the review the process of approval and recruitment has been held open due to the need to construct a new management team.

3. ROLE

- 3.1 The post holder will be responsible for overseeing the development of the function and those within it, including such issues as systems and process development, training, welfare and resource allocation.

4. BENEFITS

- 4.1 A separate Administration Manager responsible for overseeing the development of the function and those within it would be most beneficial. In particular, for seeking remedies to some of the inequalities that exist within identical roles and for consulting on and driving forward system and process improvements.

5. FINANCIAL IMPLICATIONS

- 5.1 It is proposed to support the creation of the new post by deleting one administration position at Central Fire Station, currently graded at Scale 3/4.
- 5.2 It is proposed that a grade of SO2 is an appropriate salary range within which to recruit an experienced manager with the skills required to undertake this role.
- 5.2 It is envisaged, therefore, that there will be a salary upgrade of approximately £8,000. This money is to be found from the former Best Value post which is being held vacant at this time due to the dynamic changes in performance arena. This post will be funded long-term via the Administration Review.

6. PERSONNEL IMPLICATIONS

- 6.1 The post at Central Fire Station is currently covered by the use of agency staff, therefore, there are no transfer or redundancy issues.

7. EQUAL OPPORTUNITIES IMPLICATIONS

- 7.1 The selection process will be carried out in line with the Service's policy on Equalities, Recruitment and Selection.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1 There are no risk management implications arising from this report.

9. RECOMMENDATIONS

- 9.1 It is recommended that the post of Administration Manager be established on a grade of SO2 [Range: £23,358 - £24,726] with effect from 1 August 2003.

10. BACKGROUND PAPERS FOR INSPECTION

Report of the Administration Review 2002 written by ACFO D. Johnson.

P. Woods
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

Post:	Administration Manager
Grade:	SO2 (£23,358 - £24,726)
Post Reference:	
Conditions of service:	NJC for Local Government Services National Scheme of Conditions of service.
Accountable to:	ACFO (Information Services)
Accountable for:	Brigade Administrators

General Description of Post

The post holder is responsible for the management of administration for the Nottinghamshire Fire & Rescue Service. Working closely with other senior managers, the post holder will seek to ensure the optimum performance of related staff, systems and procedures, to achieve a high and consistent standard of quality and efficiency in administrative services provided across the Brigade.

Specific Duties and Responsibilities

1. To have management responsibility for administrative staff employed within the Service. This responsibility to include the establishment of performance standards, performance monitoring, training and development, and dealing with issues raised by departmental managers.
2. To participate in the recruitment, induction and training of staff as appropriate.
3. To identify opportunities for improvements and the achievement and maintenance of standards of quality and efficiency in the administrative function across the Service and establish service objectives, performance indicators and targets to ensure delivery of an effective administrative support function.
4. To establish and co-ordinate a comprehensive training programme for all administrators.
5. To manage resources and to participate in business planning, performance review, and the achievement of strategic objectives.
6. To maintain and review departmental working practices and processes in the area of administration to ensure effective administrative support.
7. To be responsible for the planning and deployment of administrative staff in response to current requirements and the changing needs of the service.

8. To foster good employee relations through the promotion of effective communication and liaison with staff and departmental managers.
9. To implement, maintain and develop administrative and management information systems and participate in corporate projects and systems development as appropriate.
10. To ensure adherence to the provisions of the Data Protection Act and Freedom of Information Act in relation to document and systems management.
11. To work with the Technology Department in developing and maintaining appropriate database and other information systems to support the administrative process.
12. To input into the establishment of budget and expenditure proposals.

13. **General Responsibilities**

- 13.1 You must take reasonable care for your own health and safety and that of other persons who may be affected by your work activities.
- 13.2 You must co-operate with Nottinghamshire's Fire and Rescue Service's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.
- 13.3 You must work in the safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.
- 13.4 You should familiarise yourself with the contents of the Service's Written Safety Policy.
- 13.5 To keep up to date with current practice, undertake training and Continuous Professional Development as required.
- 13.6 To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the post holder's duties.
- 13.7 To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices.
- 13.8 To promote and deliver fair and quality services that are sensitive and responsive to customers.
- 13.9 Where appropriate you will work with computer and new technologies and associated systems as required.
- 13.10 Compliance with computer security measures to protect against unauthorised access to, alteration or disclosure.

13.11 Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.