

## report

Meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY		
Date	3 September 2004	Agenda Item Number	10

### REPORT OF THE CHIEF FIRE OFFICER

#### AVOIDABLE INJURY ADMINISTRATOR POST

##### 1. PURPOSE OF THE REPORT

To seek approval from Members for the appointment of a part-time administrative post to support an Avoidable Injury Project Team.

##### 2. BACKGROUND

- 2.1 The safety of the public has always been a priority for the Authority. The vision of the Authority established the potential for the fire and rescue service to engage in a broad community safety role ahead of the White Paper. Community safety is embedded into the Local Risk Management Plan with more attention being focused on the prevention of death and injury from fire and other causes, rather than concentrating on response.
- 2.2 Sir George Bain in his report, the White Paper and the National Framework document all recognised the potential for the fire and rescue service to engage in death and injury prevention caused other than by fire. Those documents also recognise the role of the fire and rescue service in community cohesion.
- 2.3 Nottinghamshire Fire & Rescue Service has actively championed avoidable injury as a strategic issue, being a key partner of the regional Avoidable Injury Group which is chaired by the Chief Fire Officer. The principal role of the group develop a strategy and action plan to reduce the incidence of avoidable death and injury within the East Midlands.
- 2.4 It is important to note that avoidable death rates for 2001/2 in the East Midlands are higher than the national average. In Nottinghamshire the story is worse, with only two of the Nottinghamshire Authorities being below the national average and one being ranked 5<sup>th</sup> nationally.

##### 3. REPORT

- 3.1 The prevention of avoidable death and injury is an important issue and one that can bring local authority, health and other partners together to make a real impact on the underlying causes and improve public protection. Existing community safety work to raise awareness of the dangers of fire in the home has successfully been adapted to consider "All Risks" in the home through the

Home Safety Check programme. That philosophy can be extended to other activities.

- 3.2 A review of the work of the regional Avoidable Injury Group, together with the development of the County Council's Community Strategy and the publication of the City Council's Avoidable Injury Scrutiny Report have lead to a unique opportunity to address this issue comprehensively and across local authorities. The recent achievement of a Public Service Agreement with the City Council, on the same basis as that for the County Council, adds impetus to opportunity. It can also provide the catalyst for improved collaboration.
- 3.3 The successful appointment of the Service's Policy Officer, Jeremy Lodge, to the ODPM on secondment, provided an opportunity to review the role and to appoint a secondee to the Service for a fixed term. Issues arising from the Comprehensive Performance Assessment process outcomes, the statutory inclusion of the fire and rescue service in Crime and Disorder Reduction Partnerships and the development of Local Strategic Partnerships add impetus provide the drivers for a changed approach.
- 3.4 A Project team is in the process of being formed, comprising resources from the Regional Department of Health, the County Council and the Fire and Rescue Service. Working closely with the City PCT and other organisations its role will be to produce outcomes in line with the Investment for Health Strategy, namely:

***Objective 8 – Seeks to reduce the incidence of accidental death and injury***

The main target groups are both the young and the old. In particular, there are 4 areas that are highlighted.

- **Road Traffic Accidents** – these are a major cause of death and injury in the country and the largest single killer of children.
- **Accidents at home** – have a significant impact on the under 5s and over 70s
- **Workplace Accidents**
- **Leisure Accidents**

- 3.5 The Avoidable Injury Project Team will require the support of an administrator who will be an integral part of the team. The post will be offered with the following conditions:
- 2 year temporary contract
  - Part Time (2.5 days per week)
  - Scale 2/3 – subject to job evaluation

A Job Description is attached as Appendix A to this report.

- 3.6 Outcomes from the work of the Project Team will be critical to the future engagement and success of the fire and rescue service and the other organisations involved in this project. All of the organisations involved will derive major benefits from this project which will inform intervention strategies and meet the requirements of Community Strategies.

#### **4. FINANCIAL IMPLICATIONS**

Funding is available for the two year post from within the community safety budget. Costs will be in line with the proposed scale (provisionally Scale 2/3 - subject to job evaluation).

#### **5. PERSONNEL IMPLICATIONS**

The post-holder will be appointed on the basis of a two-year temporary contract, at the end of which the Authority will seek redeployment as an alternative to dismissal in line with legislation governing the employment of temporary workers. A provisional grading of S2/3 has been determined pending the outcome of job evaluation. This reflects the scale applied to similar administration roles within the Authority.

#### **6. EQUAL OPPORTUNITIES IMPLICATIONS**

Appointment to this position will be in line with Nottinghamshire Fire & Rescue Service's Equal Opportunity and Fairness and Equality Policies.

#### **7. RISK MANAGEMENT IMPLICATIONS**

The reduction of Avoidable Injury is integral to community safety activities that are incorporated into the Local Risk Management Plan. Not supporting the Avoidable Injury Project Team could have an adverse effect on the Services' ability to fulfil its commitments to the LPSAs. Partnership working across sectors is a major component within CPA.

#### **8. RECOMMENDATIONS**

That the Members approve the creation to the post of part-time Administrator on a 2-year basis on a provisional grade of S2/3.

#### **9. BACKGROUND PAPERS FOR INSPECTION**

- Accidents and Avoidable Injury In the East Midlands – A Brief Introduction
- Crime and Community Safety Task Group – Draft Strategy
- Nottinghamshire Fire & rescue Service – Local Risk Management Plan

Paul Woods  
**CHIEF FIRE OFFICER**

## **NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE**

### **JOB DESCRIPTION**

<b>Post:</b>	<b>Administrator - Notts Fire &amp; Rescue Service (Avoidable Injury Group)</b>
<b>Grade:</b>	<b>Scale 2/3</b>
<b>Conditions of Service:</b>	<b>NJC for Local Government Services National Scheme Of Conditions of Service</b>
<b>Works to:</b>	<b>Policy Officer – Avoidable Injury Group</b>
<b>Responsible to:</b>	<b>NFRS Administration Manager</b>

#### **General Description Of Post**

The post holder will provide a high quality comprehensive and administrative support to the Avoidable Injury Group.

#### **Specific Duties**

1. Deal with incoming and outgoing mail and messages, both electronic and paper based, redirecting or actioning as appropriate.
2. Receive and screen telephone calls from internal customers, external customers, general public and deal with enquiries or redirect as appropriate.
3. Production of letters, memoranda and reports as requested.
4. Maintenance of team diaries and arrange appointments as directed.
5. To arrange meetings including the booking of accommodation / refreshments, the production of agendas and the taking and issue of minutes. This may include external visits to and from partner organisations.
6. To arrange seminars, conferences and awareness events for avoidable injury related subjects and assist with co-ordination and presentations on the day.
7. Liaise with and support Fire Service Web Site Manager in order to maintain the “*Avoid Injury*” website. Also, to receive emails from this site and deal or redirect as appropriate.
8. Acting as a first point of contact for visitors and staff, arranging hospitality and dealing with enquiries as appropriate.
9. Maintenance of computerised and manual filing systems.
10. Maintain supply of stationery - ordering as appropriate

11. Completion of staff returns.
12. Assist with research which may be paper, Intranet or Internet based. Also, collation and analysis of information.
13. To provide support to the Avoidable Injury Group through utilisation of the Service's I.T. facilities. This would include the use of Microsoft Word, PowerPoint and Excel.
14. Attend internal & external Partnership Meetings taking minutes and notes as required.
16. 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.

### **General Responsibilities (all employees)**

#### **17. (a) Health and Safety**

To take reasonable care for your own health and safety at work and that of other persons who may be affected by your work activities.

To co-operate with Nottinghamshire Fire & Rescue'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.

To work in a 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.

To familiarise yourself with the contents of the Service's Written Safety Policy, as well as any technical information provided to assist you to operate appliances or equipment or to handle hazardous substances.

To wear personal protective equipment supplied to you by the Service in the manner in which you have been instructed to do so.

#### **(b) Use of equipment and other appliances**

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 job holder's duties

#### **(c) Equalities**

To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service. To promote and deliver fair and quality services that are sensitive and responsive to all service users.

#### **(d) Code of Conduct**

To adhere to the standards of the Code of Conduct established by the Service.

#### **(e) Personal Development**

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

**(f) Information Technology**

To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act. To undertake any training and operation of new technologies and associated systems as required.