

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
date	10 December 2004	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

CREATION OF THE POST OF ASSET MANAGER

1. PURPOSE OF REPORT

The purpose of this report is to seek the approval of Members to the creation of the post of Asset Manager.

2. ASSET MANAGEMENT

- 2.1 Members may recall that during budget preparations for the 2004/5 revenue budget, provision was specifically made for the appointment of an Asset Manager to manage the Service's compliance with a range of legislation primarily relating to equipment.
- 2.2 The organisation has a range of equipment which is governed by the Provision and Use of Work Equipment Regulations (PUWER) which has requirements for regular inspection, maintenance and audit trails. In order to do this it is necessary to maintain a significant amount of paper records and co-ordinate the activities of a range of contractors. The Fire Service was issued with guidance under Technical Bulletin 1/94 which required proper asset tracking and recording processes to be in place.
- 2.3 Risk Assessments carried out within the Service showed that whilst there was no computerised system in place, the organisation had made some efforts to control this type of equipment, although it is unlikely that current paper based systems would be seen as adequate under any inspection.
- 2.4 Members will also recall that budget was set aside for the purchase of an asset management system. The work to select the system has recently been completed and in order for it to be developed and implemented the Asset Manager needs to be appointed.
- 2.5 A job description has been prepared for the post but this has not yet been evaluated for pay purposes. This is largely due to the job evaluation scheme not having yet been agreed with the Trade Unions. However, it is considered that the amount of budget set aside for this post will prove adequate for an appointment to be made. The job description is attached as Appendix A to this report.

3. FINANCIAL IMPLICATIONS

A budget of £30,000 was allocated for the creation of this post in the 2004/5 annual budget. Although the post has not yet been evaluated for pay purposes within the job evaluation scheme it is considered that this sum will be sufficient to cover the costs of this post.

4. RISK MANAGEMENT IMPLICATIONS

One of the most significant risks to which the Service is exposed currently is that which relates to the management and maintenance of equipment. In the event of an accident occurring to a member of staff, it is likely that any subsequent HSE inspection would find the current procedures lacking. Indeed, HSE improvement notices issued to other Fire and Rescue Services have recommended similar systems to that to be introduced in Nottinghamshire. There is no doubt that without specific staffing resources allocated to this task the implementation of a system will be placed in jeopardy with consequential implications for risk.

5. PERSONNEL IMPLICATIONS

Implications for personnel are set out in the body of the report. The post will be advertised in the normal way and in keeping with the equalities policies and best personnel practice.

6. RECOMMENDATIONS

That Members approve the creation of the post of Asset Manager as set out above.

Paul Woods
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

Job Title: Asset Manager

Grade:

Personnel Reference:

Conditions of Service: NJC for Local Government Services

Responsible to: *(usually Head of section)*

Responsible for:

General Description of Post

The post holder will; monitor and audit equipment performance and suitability, co-ordinate equipment development and provide continuity when several departments or contractors are involved. Ensure the training needs are properly identified and competency levels are met before releasing equipment into service. Develop and maintain information management systems that ensure any item of equipment used by the Brigade has the appropriate level of information available to users and managers of that equipment. Act as single point of contact for equipment matters, internally and externally.

Specific duties

1. Produce and maintain an equipment register; identifying equipment by type, quantity and classification.
2. Develop and maintain an information management system that ensures any item of equipment used by the Service has the appropriate level of information available to users and managers of that equipment. This should include where applicable: performance requirements, operating instructions, safety precautions, risk assessments, training notes, standard tests, maintenance instructions and any equipment specific information i.e. Out of hours repair contact telephone numbers.
3. Develop and maintain an equipment maintenance programme, detailing inspection and maintenance intervals, maintenance requirements and contractors responsibilities where applicable.
4. Develop and maintain an equipment acquisition and disposal system that prevents new equipment being taken into use without it being properly certified and included as part of the management system. Disposal procedure must ensure old or condemned equipment cannot remain in use after failure of examination or its replacement as part of its life cycle management.

5. Develop and maintain contract management procedures, that ensure the Service's needs are met by internal and external contractor.
6. Develop and maintain an equipment defect reporting system.
7. Develop and maintain an audit and review system that measures the performance of all of the above systems and procedures.
10. To undertake 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.

Specific Health & Safety Responsibilities

11. Ensure consideration of relevant health and safety legislation [e.g. Provision and Use of Work Equipment Regulations, Lifting Operations and Lifting Equipment Regulations, Pressure Systems Safety Regulations, Noise at Work Regulations etc., etc.] in asset management matters.

Ensure a risk-assessed approach to equipment selection, procurement, introduction, maintenance, lifing and disposal and retain relevant risk assessments.

Ensure contractors satisfy the Brigade's expectations in terms of their health and safety risk management performance.

Liaise with the Brigade's Health and Safety Adviser on mutual matters of asset management.

Maintain a continuity file relating to safety-specific aspects of asset management to ensure continuity of procedures in the event of absence/change of post holder.

General Responsibilities (all employees)

12. (a) Health and Safety

To take reasonable care for your own health and safety and 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,

(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.

(e) 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.