

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
date	15 April 2005	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

ESTABLISHMENT OF WORKPLACE ASSESSMENT CO-ORDINATOR POST

1. PURPOSE OF THE REPORT

To seek the approval of Members to establish a full time position of Workplace Assessment Co-ordinator to be based within the Learning and Development Team at the Service Development Centre, Ollerton.

2. BACKGROUND

The introduction of the Integrated Personal Development System (IPDS) into the Fire Service nationally has brought with it a requirement to undertake significant amounts of workplace assessment. Operational staff are now required to work to the National Occupational Standards (NOS) and to evidence their competence in role. This assessment is required through all aspects of firefighter development and indeed through all aspects of operational employees acquisition, application and maintenance of skills.

3. REPORT

3.1 A specific area of responsibility for this role will be to ensure that quality assurance requirements of the organisation and of the Awarding Body are established and maintained. In order to ensure that all operational staff are offered equality of process, it is necessary to develop and manage a growing number of occupational assessors, to implement the workplace assessment strategy.

3.2 In addition to the requirements to be assessed against the NOS, there are also the new Assessment and Development Centres (ADCs) which are being specifically designed at a national level to assess the potential of employees suitability and ability to progress into the next role. In order to establish these ADCs there will be a need to appoint an individual or individuals to develop, manage and maintain the integrity of the processes. Following success to an ADC, an obligation is placed on the employer to develop those successful individuals – again following the NOS.

3.3 Whilst there are clear opportunities within the East Midlands to collaborate and co-operate regionally in some areas of workplace assessment, Nottinghamshire Fire and Rescue Service has the advantage of being an Accredited Centre for the provision of the EDEXCEL NVQs in Operations in the Community (Firefighting) and Watch Management, additionally the Service Development Centre is accredited with the Institute of Leadership and Management. All of this however, does bring with it some quite rigorous quality assurance requirements. Our regional colleagues are particularly keen to register their employees with us specifically for NVQs.

4. FINANCIAL IMPLICATIONS

- 4.1 The financial implications for the establishment of this post will be related to salary and the associated on costs. Whilst the specific Job Evaluation process is yet to be carried out, the accepted market value for work of this nature is in the region of £20,000- £25,000 pa. Due to the changing nature of training provision, this cost can be contained within the existing training budget. A copy of the job description is attached.
- 4.2 There is the possible opportunity for a small amount of income generation through this role if our regional colleagues were to commit to their employees being registered for qualifications with the NF&RS Service Development Centre.

5. PERSONNEL IMPLICATIONS

There are no personnel implications arising from this report.

6. EQUALITY IMPACT ASSESSMENT

There are no specific diversity issues arising directly from this report although it is imperative that through the processes and protocols that the post holder would develop, equal opportunities need to be upheld, and as such any procedures would be equality impact assessed at the planning stage.

7. RISK MANAGEMENT IMPLICATIONS

- 7.1 Due to the significant workload that Workplace Assessment brings, there is the risk that if this position is not established, the capacity of the individuals currently undertaking this role cannot be sustained.
- 7.2 Additionally there is the risk to the organisation that individual employees will not be offered the opportunity for workplace assessment, thus limiting their chances for career progression.

8. RECOMMENDATIONS

That Members approve the establishment of a position 'Workplace Assessment Co-ordinator' in line with the attached job description. This post is to be based within the Learning and Development team of the Human Resources Department.

9. BACKGROUND PAPERS FOR INSPECTION

None.

Paul Woods
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
JOB DESCRIPTION

Job Title: Workplace Assessment Co-ordinator

Grade: To be determined subject to JE

Personnel Reference:

Conditions of Service: NJC for Local Government Services

Responsible to: Learning and Development Manager

Responsible for: None

1 General Description of Post

To co-ordinate the development and implementation of workplace assessment systems and processes throughout the Service ensuring that quality assurance of the assessment is maintained.

2 Specific duties

1. To assist the Learning and Development Manager to develop the process and procedures for Workplace Assessment within the Service
2. To ensure that quality assurance for Workplace Assessment is established and maintained and, that where appropriate, these are maintained to the Awarding Body requirements
3. To co-ordinate the work of the Assessors and Verifiers to ensure that there is a flow of information and to achieve consistency of approach.
4. To deliver training and development to existing and potential workplace assessors including the design, production and delivery of learning materials to support the development of underpinning knowledge at various locations across the county.
5. To assist the Learning and Development Manager to identify and commission training providers to support Workplace Assessment as necessary.
6. To facilitate meetings of the Workplace Assessors and Internal Verifiers to ensure standardisation of approach.
7. To be involved in the Assessment and Development Centre processes at local and regional level as required.
8. To co-ordinate the maintenance of the Centre Accreditation in liaison with the Learning and Development Manager.

9. 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.

3 Specific Health & Safety Responsibilities

None

General Responsibilities

(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, 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.