report

meeting	**NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY**
date	**9 September 2005**　　　agenda item number　　　**10**

REPORT OF THE CHIEF FIRE OFFICER

CONVERSION OF WATCH MANAGER POST WITHIN INFORMATION SERVICES

1. **PURPOSE OF REPORT**

   The purpose of this report is to seek Fire & Rescue Authority approval for the conversion of one Watch Manager post within Information Services, to create an additional Geographical Information Systems (GIS) operative to focus on the work associated with the Fire Service Emergency Cover (FSEC).

2. **BACKGROUND**

   2.1   At present Information Services has an establishment of five Watch Managers. Four of these are attributed to the "risk" team, with roles divided amongst Community Safety Planning (IRMP), Vehicle Mounted Data research and development, the production of Risk Information (operational), maintenance of Standard Operating Procedures and, since 2004, the maintenance of the Fire Service Emergency Cover (FSEC) programme. The FSEC work placed an additional and technical workload on the existing staff who wee already engaged in specific tasks. These responsibilities still form part of the department's function of delivery.

   2.2   At present, two of the roles within the risk team are filled permanently, one is currently occupied by a long-term secondment from Fire Control and the fourth has been allocated temporarily, to a non-uniform GIS specialist.

   2.3   The Service's current establishment for GIS is 1.5 non-uniform posts which has been supplemented for the last twelve months by the additional operative as mentioned in 2.2.

3. **REPORT**

   3.1   Nottinghamshire Fire & Rescue Service has a long established GIS Department, which has supported the plotting and mapping of incidents and census data to help target and address the issues facing the Service.

   3.2   In 2004 the Service accepted from the Office of the Deputy prime Minister (ODPM) the FSEC toolkit, which placed a unique demand on the organisation as its operating system differed to those already in place.

   3.3   Although the provision of FSEC was optional, the Service felt that as it was being used nationally, it provided an excellent opportunity to work more closely on a regional basis, in particular with the production of IRMP. This was recently reinforced by the ODPM decision to move FSEC and its associated work under the Fire Control project.

3.4 Initial work associated with the inception of FSEC was time consuming in terms of data preparation, and an assessment was made of the demands on existing staff. It was felt that at that time a specialist role would be more beneficial to the organisation in the long-term, and as a consequence a temporary appointment was made against a Watch Manager post that arose due to an internal transfer.

3.5 During the interim period it has become evident that the skills and future demands of the FSEC system will place a long-term demand on Nottinghamshire Fire & Rescue Service. Its alignment with the Fire Control project, as well as other GIS systems, mean that a permanent resource will be required to facilitate its usage.

3.6 The post, if accepted, will be located within Information Services and will be part of the day to day management of the Information Systems Manager.

4. FINANCIAL IMPLICATIONS

At grade maxima this post attracts a salary of £25K. This falls within the salary range of a Watch Manager and would present no additional cost to the Fire & Rescue Authority.

5. PERSONNEL IMPLICATIONS

The post will be advertised externally and presents no specific personnel issues. Any recruitment would follow the normal selection criteria.

6. EQUALITY IMPACT ASSESSMENT

An equality impact assessment has revealed that there are no specific equalities issues arising from this report.

7. RISK MANAGEMENT IMPLICATIONS

The recruitment of a dedicated GIS operative to facilitate the development and use of FSEC will ensure that the Fire & Rescue Authority has resilience in the production of its future plans and is best prepared for the implementation of the Regional Control Project.

8. RECOMMENDATIONS

That Members support the permanent conversion of one uniformed Watch Manager post to a full-time GIS operative with specific FSEC responsibilities.

9. BACKGROUND PAPERS FOR INSPECTION

None.

Paul Woods
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
JOB DESCRIPTION

Job Title: Geographic Information Systems Assistant

Grade: Grade 5

Personnel Reference: ISG IS03

Conditions of Service: NJC for Local Government Services
                           National Conditions of Service

Working to: Information Systems Manager

Responsible to: Senior Divisional Officer Information Services

Responsible for: Normally no subordinate staff, but may be required to supervise temporary or trainee staff for limited periods. Is expected to work unsupervised. Will also be required to deputise for the Information Systems/GIS development manager where appropriate.

General Description of Post

The post holder will:

1.   Have (or be able to demonstrate the ability to develop) a detailed understanding of the potential of GIS and associated applications in operational and strategic management.

2.   Be able to significantly contribute to the strategic, technical development and implementation of GIS (and associated applications) as an integral part of Brigade information and operational systems.

3.   Undertake research, analysis and presentation of information for operational management and public relations purposes.

4.   Keep abreast of new ideas and developments in the field and their potential application within the Brigade.

5.   Assist in ensuring best practice and optimal use of Brigade Information Systems.

Specific duties

1.   To deputise for the GIS Manager in their absence

2.   To assist and support with the development, implementation and utilisation of an integrated GIS system as an operational, management information and research tool.

3.   To assist in identifying and developing effective integration between GIS and other systems

4.   To understand and integrate different GIS systems (currently Blue8world, Blue8 XD, Cadcorp and Wings) so as to produce effective and useable information

5.   To develop routines and undertake complex analysis using GIS and its associated applications

6. To liase with the Control centre on the geo-coding and mapping of operational information for use throughout the organisation and to assist in the upkeep and development of the command and control GIS.

7. To work within the department function to support the production of underpinning evidence around the Local (integrated) Risk Management Plan.

8. To assist with the development, training and support of staff across the Brigade in relevant GIS systems and routines.

9. To assist with the design, development, implementation and maintenance of databases (e.g. Compass address gazetteer, FSEC).

10. To provide GIS support to the maintenance and operation of Fire Cover modelling (FSEC).

11. To manage and participate in the day to day maintenance of the GIS system, including data preparation, entry, extraction, analysis and reporting using a variety of styles and techniques to suit the target audience

12. To develop and ensure adherence to routines and procedures to ensure the integrity of data. Develop training, user guides and other documentation to facilitate the effective use of GIS related systems.

13. To supervise other staff, where appropriate, and lead or participate in cross departmental/organisational teams.

14. To represent the Brigade at external meetings and liase with other agencies on a range of issues e.g. data sharing, contracts, technical developments.

15. 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

1. In consultation with the Service's health and Safety advisor the post holder is responsible for raising any issues relating to their workspace area that may contribute detrimentally to their own Health and Safety.

General Responsibilities (all employees)

2   (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 of 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.

(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.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

GEOGRAPHIC INFORMATION SYSTEM ASSISTANT

	Essential	Desirable
Experience	Awareness of GIS as an analytical, statistical and operational tool	Expert use of blue 8 or Cadcorp Map Modeller GIS as an analytical, statistical and operational tool
	Data entry and simple manipulation of spreadsheets	Complex manipulation of spreadsheets
	Run queries to extract information from data sets	Experience of design, development and manipulation of queries. Preferably using Microsoft Office Professional and/or SQL server and/or Crystal Reports
	Understanding of database structure	Detailed experience of database design and development
	Ability to meet deadlines	Ability to meet tight deadlines and prioritise multiple concurrent tasks
	General IT awareness, in particular use of Microsoft Office Professional	Expert use of Microsoft Office Professional
	Ability to use a wide range of GIS and associated functions	Awareness of possible future implementation of GIS
Skills/Attributes	Able to represent the Information Systems and Information Services departments at internal/external meetings	Ability to make effective use of modern visual aids (eg. Microsoft PowerPoint and LCD Projectors)
	Ability to develop good interpersonal skills	Good interpersonal skills. Effective liaison with other agencies
	Effective member of a team who is able to work independently	Able to assist in building an effective team

	Able to interpret statistical information and apply relationships to other similar scenarios	Able to interpret statistical information and research new statistical relationships
	Ability to learn new skill areas quickly (including technical)	Ability to learn complex new skill areas
	Willing to work as part of a multi-disciplinary team	
	Good administrative skills. Will follow procedures accurately	Able to evaluate and develop procedures
	Ability to question customers to determine their needs	
	Good/confident communication skills. Able to be a self-starter who will finish/complete difficult tasks	
	Ability to become an effective trainer	Proven training skills. Skilled in the design and development of training courses
		Able to deliver detailed/complex presentations at internal/external meetings
		Ability to manage the demands of their own workload
Knowledge/Qualifications	Good standard of education (including Maths and English)	Higher level qualification in IT based subject
Other	Current driving licence*	
	Understanding of the health and safety issues associated with this post	
	Understanding of Fairness at Work and Equality of Opportunity	

* Reasonable adjustment will be considered for disabled applicants