

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
	HUMAN RESOURCES COMMITTEE	
date	7 July 2006	agenda item number

REPORT OF CHIEF FIRE OFFICER

ESTABLISHMENT OF THE POSTS OF TWO CREWING OFFICERS

1. PURPOSE OF REPORT

The purpose of this report is to seek Members approval for the establishment of two Crewing Officer posts.

2. BACKGROUND

The forthcoming shift change is a major step forward for the Service in terms of creating a more flexible working environment for employees and increasing our ability to undertake risk reduction activities in the community. Current provision for crewing support is provided by staff on light duties and the Personnel Section.

3. REPORT

- 3.1 The new annualised hours shift pattern requires increased capacity to administer the daily deployments of operational firefighting staff. The creation of the posts also enables the Service to centralise information around Flexi-Duty Officer cover, retained availability and tracking of the Service establishment.
- 3.2 The introduction of 'Amber Call' duty to reduce the impact of short term sickness is a fundamental element of the new shift system. For this to work effectively it must be administrated outside of normal officer hours to encompass the shift change times of 07:00hrs and 19:00hrs.
- 3.3 Utilising a notional 'pool' to reduce the impact of long term sickness will increase the movement of personnel within the organisation. This is additional activity which will need to be co-ordinated.
- 3.4 The two posts will provide a consistent contact point for the period 06:00hrs to 20:00hrs Monday to Friday and this will assist the Service in terms of supporting the 24 hour working of operational staff.
- 3.5 The introduction of wholtime/retained contracts requires us to monitor and audit working hours to ensure compliance with working time legislation and this will form part of the reporting responsibility of the posts.

4. FINANCIAL IMPLICATIONS

The Crewing Officer posts will each attract a salary range of £17352 - £22293. This will be funded from the modernisation budget.

5. PERSONNEL IMPLICATIONS

As a new post, the jobs will be advertised internally and externally. Normal selection criteria will apply.

6. EQUALITY IMPACT ASSESSMENT

An initial impact assessment has been carried out on the job description and person specification revealing no equality issues.

7. RISK MANAGEMENT IMPLICATIONS

Failure to effectively manage the deployment of operational staff could result in the unplanned reduction of fire cover and result in our inability to effectively respond to emergencies.

8. RECOMMENDATIONS

That Members approve the establishment of the posts of two Crewing Officers.

9. BACKGROUND PAPERS FOR INSPECTION

None.

Paul Woods
CHIEF FIRE OFFICER

NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
JOB DESCRIPTION

Job Title: Crewing Officer

Grade: Grade 4

Personnel Reference:

Conditions of Service: NJC for Local Government Services

Responsible to: Head of Safety Services

General Description of Post

Management of the crewing system to ensure the right number of Firefighters are deployed to provide continual and effective operational cover. To evaluate and predict workforce succession planning to enable the establishment to be maintained within scope.

Specific duties

1. To liaise with Wholetime personnel/stations to ensure the right numbers of operational Firefighters are deployed to provide operational cover.
2. Arrange detachments, and the use of other methods e.g auxiliary crewing, to cover shortfalls in the ridership.
3. To ensure leave is booked and taken by Wholetime Firefighters within the parameters of existing contracts and agreements.
4. To monitor and arrange the use of Amber Call to cover short term sickness.
5. To identify appropriate deployments from the 'Pool' to cover long term sickness.
6. To monitor the work activity of employees in the Pool.
7. To collate information on predictable fluctuations in the establishment and advise Managers of succession planning.
8. To provide reports on crewing deficiencies, sickness trends and the impact on the Amber Call bank and Pool.
9. To liaise with the Personnel Department to ensure effective and timely administration of transfers and promotions.
10. To track the establishment of uniformed staff within the service.
11. To provide support to Safety Services Managers as required.
12. To work in a team to provide Monday to Friday daily cover between 6 am and 8 pm.
13. To use and maintain personnel information in a confidential manner.

14. To co-ordinate, amend and manage the rota for Flexi-duty Officers, including identification of the cover for transfers and courses etc.
15. To monitor working time in respect of auxiliary crewing cover and Wholetime personnel working to the retained duty system, to ensure compliance with the requirements of the Working Time Directive.
16. To register sickness notification calls to the Service and advise line managers as appropriate.
17. 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

18. None.

General Responsibilities (all employees)

19. (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.

(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.

NOTTINGHAMSHIRE FIRE & RESCUE SERVICE

PERSON SPECIFICATION

CREWING OFFICER

	ESSENTIAL	DESIRABLE
Experience	Experience of logistically deploying resources to meet demand.	Knowledge of emergency service deployments
	Experience of using Information Technology Systems to record and access data.	
	Experience of working on own initiative and unsupervised.	
	Experience of providing written and verbal reports to Managers to assist in decision making.	Experience and understanding of Fire Service Conditions of Service and working practices
	Experience of understanding and working within the scope of workforce deployment policy and procedures	Experience of Fire Service Conditions of Service
		Experience of workforce succession planning.
		Experience of working in a small team to deliver positive outcomes.
		Experience of communicating with colleagues working in different locations.
Skills	The ability to use IT systems to record, view and maintain information.	
	Ability to communicate and interact with colleagues at all levels in a positive manner.	
	Ability to work without supervision; self-motivated.	
	Ability to work on own initiative and apply a problem solving approach within agreed parameters.	
	Able to co-ordinate employee deployments from a number of locations.	