

## report

meeting	<b>NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE &amp; RESCUE AUTHORITY</b>	
	<b>HUMAN RESOURCES COMMITTEE</b>	
date	<b>5 January 2007</b>	agenda item number

## REPORT OF THE CHIEF FIRE OFFICER

### CONVERSION OF POSTS

#### 1. PURPOSE OF REPORT

The purpose of this report is to update Members on the posts that have been re-designated during the period January – December 2006.

#### 2. BACKGROUND

2.1 To ensure that Nottinghamshire Fire & Rescue Service remains best placed to meet the challenges of continued service delivery a review of all posts when they became vacant, is carried out to ensure suitability for the Service. This process applies to both uniformed and non-uniformed roles.

2.2 At its meeting of 16 December 2005 the Nottinghamshire and City of Nottingham Fire & Rescue Authority approved the delegation of the task to the Chief Fire Officer with the caveat that a report was brought to the Authority on an annual basis, updating on post changes that have been implemented.

#### 3. REPORT

3.1 During the period January – December 2006 the following post conversions have been undertaken.

<b>Original Post</b>	<b>Location</b>	<b>Uniform</b>	<b>New Post</b>	<b>Location</b>	<b>Uniform</b>
Crew Manager	Training	Y	First Responder Trainer	Training	N
Watch Manager	Information Services	Y	Performance Officer	Information Services	N
CAD Operator	Information Services	N	Communications Officer	Information Services	N
Marketing & Fundraising	Information Services	N	Community Safety Fundraiser	Safety Services	N
Marketing & Fundraising Administrator	Information Services	N	Communications Administrator	Information Services	N
Watch Manager	Human Resources	Y	Driver Training Manager	Training	N
Crew Manager (x2)	Human Resources	Y	Driver Trainers (x2)	Training	N
Watch Manager (Fire Safety)	Safety Services	N	Fire Safety Inspector	Safety Services	N
Photographer	Information Services	N	Multi-Media Officer	Information Services	N

3.2 In all cases the posts converted were first advertised internally to establish whether suitable candidates could be found within the organisation. If this was not possible, due to limited applications or skills shortage, the posts were advertised externally.

3.3 In respect of those posts that were changed from uniform to non-uniform roles the new post was subject to a full job description, person specification and Job Evaluation process.

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

In all cases where posts are converted a full Job Evaluation takes place and allocates a salary grade and scale point. The conversions during 2006 have resulted in no increase in the base budget for staff.

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

The conversions during 2006 have all been subject to full process in terms of advertisement and selection. The Service establishment is amended on each occasion so that a full assessment on the Service can be maintained.

#### **6. EQUALITY IMPACT ASSESSMENT**

All post conversions are advertised and equal access is invited from all sections of the organisation and the community.

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

The ability to convert posts allows the senior managers of Nottingham Fire & Rescue Service to align their workforce to the challenges that the organisation faces. Failure to do this could leave the Service short in areas of need and unable to respond accordingly.

#### **8. RECOMMENDATIONS**

That HR Committee note the conversion of posts during 2006.

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

None.

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