

report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
	HUMAN RESOURCES COMMITTEE	
date	6 July 2007	agenda item number

REPORT OF THE CHIEF FIRE OFFICER

CHANGE TO SALARY GRADE OF DISTRICT ADMINISTRATORS

1. PURPOSE OF REPORT

To present the Human Resources Committee with the outcomes of a recent job evaluation appeal which has resulted in a change of post grade.

2. BACKGROUND

2.1 The Job Evaluation process is the means by which the Service determines appropriate job gradings for non-uniformed job roles. The Service has adopted the national model established by the National Joint Council for Local Government Services, supplemented by locally agreed protocols, and evaluation is undertaken by a joint panel consisting of UNISON and management representatives.

2.2 The Panel establishes grades for new posts, considers changes to existing posts where there have been permanent, significant and material changes to duties and responsibilities and regrading applications submitted by employees.

2.3 An Appeal process exists in cases where the job-holder/s disagree with the outcome of the Job Evaluation panel. The Appeal Panel is chaired by an independent person with 2 other panel members.

3. REPORT

3.1 An Appeal Panel has recently considered a regrading appeal application from District Administrators. This was a generic appeal on behalf of all 13 District Administrators.

3.2 Having considered the duties and responsibilities of the role, and the case put forward by the appellants, the Appeal outcome has indicated that a regrading from Grade 3 to Grade 4 is supported. This represents a salary within the range £17,352 - £22,293 per annum. This compares with a previous salary range of £15,096 -£17,985.

3.3 A revised job description, which takes into account those additional duties and responsibilities highlighted by the District Administrators in the regrading appeal application, is attached as Appendix 1 to this report.

4. FINANCIAL IMPLICATIONS

4.1 The cost of the salary increase varies depending upon the length of service of each jobholder and their original salary position on grade 3. In general, those who were on the maximum of SCP21 (£17,985) will move to SCP22 (£18,450), and those on lower points on the grade will move to the bottom point of the new grade i.e. SCP20 (£17,352). There are 6 employees graded at SCP21 and 7 graded below this point.

4.2 The cost of the regrading in this financial year will be in the region of £13,000 including on-costs. The differential between the top of grade 3 and the top of grade 4 is £4,308, there will therefore be a year on year additional cost to the salaries budget, culminating in employees attaining the maximum point of the grade after seven years service (six years for those on SCP 22). This additional cost will be accounted for in subsequent budgets.

5. PERSONNEL IMPLICATIONS

In conjunction with the Grading Policy, all re-grading decisions require authorisation by the Human Resources Committee of the Fire and Rescue Authority.

6. EQUALITY IMPACT ASSESSMENT

The National Job Evaluation Scheme adopted by the Fire & Rescue Authority has been impact assessed to ensure that there are no direct or indirect discriminatory factors within the operation of the Scheme.

7. RISK MANAGEMENT IMPLICATIONS

Failure to apply a fair and transparent job evaluation scheme could lead to applications under Equal Pay legislation. Additionally, a failure to properly recognise and remunerate individuals at an appropriate salary level could result in an increased level of turnover and a loss of continuity which could seriously jeopardise the delivery of the Services' strategic objectives.

8. RECOMMENDATIONS

That the Human Resources Committee authorise the proposed regrading of the generic role of District Administrator.

9. BACKGROUND PAPERS FOR INSPECTION

Nottinghamshire and City of Nottingham Fire & Rescue Authority Grading Policy

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NOTTINGHAMSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

Post: District Administrator

Grade: Grade 3/4

**Conditions of Service: NJC Local Government Services
National Scheme of Conditions of Service**

Works to Functional District Group Managers

Responsible to: NFRS Administration Manager

Responsible for: Station Cook

General Description of the Post

The Post holder will work to the 'local direction' of the Group Manager and be responsible for providing a high quality, efficient and comprehensive Administration service for the District and as appropriate with the efficient functioning of the Station.

Specific Duties

DISTRICT SUPPORT ROLE

1. As a member of the district management team, arrange and minute meetings and share in the decision making process.
2. Provide a full administrative and support service to all district based functional Managers i.e. by utilising WINDOWS applications, dealing with in-coming mail (electronic and paper based), arranging appointments/visits, arranging meetings, producing agendas and production and issue of minutes, as required.
3. Prepare and submit timesheets, returns and other Management information/documentation, i.e. Nominal rolls, probationary assessment timetables.
4. Responsible for developing and maintaining computerised and manual systems, spreadsheets and databases etc, including updating and maintenance and validation of the CFRMIS database.
5. Responsible for creating PowerPoint and other presentational material as required, for a variety of demonstration purposes.
6. Responsible for the composition of letters, memoranda, reports and other documentation in response to District requirements, incoming mail and other communications.
7. Responsible for providing continuity in all communications within the District, ensuring that District personnel are aware of changes to local administrative policies and procedures and maintaining the station circulation folder.

8. Responsibility for processing and maintaining confidential personnel information (e.g. absence monitoring). time sheets, investigation reports etc. Maintaining strict confidentiality on matters of discipline and privacy not for disclosure.
9. Responsible for the induction of new members of staff on administrative systems and processes and co-ordinates induction of new Administrators.
10. Responsibility for advising all staff in relation to current administrative and support systems on Stations.
11. Acts as 'local advisor' liaison in providing advice to staff in relation to administrative, technological and computerised systems on Stations and provide information, guidance and support to all staff on their implementation and use. The introduction of new computerised systems is delivered and trained initially from ICT Department.
12. Providing continuation training to station personnel in relation to all new administrative, technological and computerised systems of Stations and providing information, guidance and support to all staff on their implementation and use.
13. Undertake Station projects as directed by the Group Manager, within the level of responsibility of the Grade.
14. 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.

COMMUNITY SAFETY

15. Acting as the first point of contact with potential clients, either dealing directly with requests or referring to the Community Safety Advocate (high risk issues) or onto other voluntary or public sector bodies as appropriate.
16. Maintain a refer- back system to ensure that the appropriate follow up of HSC's are scheduled.
17. In the absence of a relevant Watch Manager or Community Safety Advocate, provide advice on HSC procedure and policy to and, where appropriate, establish protocols with external agencies.
18. Assist the Community Safety Advocate in supporting Community Fire Safety initiatives as agreed. Co-ordinating and arranging District events and ordering of resources as appropriate.
19. Support the Community Safety Advocate in the production of innovative material e.g. leaflets, posters, letters, booklets, etc. for use in Community Fire Safety projects and other District initiatives, in line with NFRS Policy.

CUSTOMER INTERFACE

20. Receiving, screening and taking appropriate action in relation to telephone calls and other enquiries from internal and external customers and the general public, including giving advice and information.
21. Acting as first point of contact for visitors, arranging hospitality and dealing with enquiries as appropriate.
22. As required acts co-ordinator for District Management Team with external organisations/partnerships in the arrangement and planning of Community Fire Safety meetings & events.
23. Responsibility for the follow-up of Home Risk Assessment procedures to outside agencies; maintaining Confidentiality of the customers

FINANCE AND RESOURCES

24. Responsible for the supervision of the Station Cook, including managing performance and attendance, also the maintenance of hygiene Reports & procedures, and dealing with issues as they arise through appropriate Service procedures i.e. grievance, discipline, capability.
25. Responsible, as requested, for the raising and placing of orders for goods and services. Receipt and recording of goods/services received/issued and handling of purchase orders. Including the clearance of Goods Received Notes (GRN).
26. Responsible for the monitoring and the administration of the station budget and financial records, including the monitoring of external funding as appropriate and identifying potential overspends and informing the Group Manager as necessary. Ensuring appropriate cost centre codes are added to orders.
27. Maintenance of records, reporting of faults/damage to premises/equipment. Subsequently arranging repairs, including liaison with external contractors as directed by the Estates department.
28. In line with NFRS Budgetary procedures, obtains appropriate quotes/estimates (in line with Best Value) for goods and services, repairs/alterations to premises, arranging for work to be undertaken and liaison as necessary with external supplier/contractors. On occasions, in the case of emergencies may be required to place an urgent order e.g. plumbing failure, lock damage etc.
29. In the absence of a Watch Manager, signing off work undertaken by contractors, signing off risk assessment and ensuring compliance with Service procedures.
30. Jointly responsible, with other station managers, for ensuring that the maintenance, fabric and security of premises on a pro-active basis.
31. Responsibility for the monitoring the quality of cleaning procedures on Station and guidance as to performance, co-ordinating cleaners hours.

CORPORATE

32. Co-ordination and liaison with other District Administrators, providing support and cover as necessary and proactively developing Best Practice.
33. Acting as Liaison Officer within other District Administrators in providing feedback to and improving communication with NFRS Management.
34. Co-ordination and liaison of Administration on all Stations/Sections within the District (e.g. retained).
35. As required participates in the creation and development of systems (may be in line with BVPI) on issues raised at District Audits, Best Practice exchange opportunities across the related Districts and Groups and at the request of the NFRS Administration Manager
36. Representing the District at meetings, Local Forums, etc. as requested by the Group Manager, including membership of NFRS Working Parties as appropriate.

General Responsibilities (all employees)

(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.