



NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Nottinghamshire and City of Nottingham
Fire and Rescue Authority

ESTABLISHMENT OF SYSTEMS ADMINISTRATOR POST

Report of the Chief Fire Officer

Date: 18 December 2015

Purpose of Report:

To seek approval for the creation of a part-time Systems Administrator post within the Human Resources Department.

CONTACT OFFICER

Name : Tracy Crump
Head of People and Organisational Development

Tel : 0115 967 0880

Email : tracy.crump@notts-fire.gov.uk

**Media Enquiries
Contact :** Bridget Aherne
(0115) 967 0880 bridget.aherne@notts-fire.gov.uk

1. BACKGROUND

- 1.1 At its meeting on 16 October 2015, the Human Resources Committee considered and recommended approval to Fire Authority of the proposed creation of a new part-time role of Systems Administrator to provide support to the i-Trent human resources (HR) and payroll systems and to the START rostering system.
- 1.2 As the project implementation stages of these projects conclude, it is essential that the Service has the resources in place to maintain and develop both the i-Trent and Systel systems going forward.

2. REPORT

- 2.1 The HR, payroll and rostering systems are recognised as critical systems in terms of the impact on operational delivery and provision of key management information. As the implementation stages of HR and rostering projects come to an end, it is important that effective maintenance arrangements are in place to ensure the accuracy and timeliness of information processing.
- 2.2 A review has identified the system support requirements going forward, technical support for the systems will be provided by the Service's ICT team and system provider, day-to-day operation, data management and user support will be provided by individual departments. The complexity of the systems requires on-going support to maintain system infrastructure, data integrity and to develop the systems as technology and user demands change.
- 2.4 In terms of the i-Trent system, an existing HR Administrator role has been designated to a dedicated support role which provides help desk and technical support. The rostering system, once phase one development is complete, will be supported by a permanent administrator who has been working with the project team.
- 2.5 The review team identified the need for an additional administrative role that can work across both systems to provide resilience when these employees are absent, or when there is peak in workload. It is considered that this be a part-time role, covering 18.5 hours per week (0.5 fte), and would form part of the existing HR i-Trent support team.

3. FINANCIAL IMPLICATIONS

This post has been evaluated at Grade 3, with a total cost of £10,262 per annum at the bottom of the grade. The post will be partly funded from surplus hours in the HR Department pay budget (£3,883) with the remaining £6,379 funded from savings arising from the review of District Administration.

4. HUMAN RESOURCES AND LEARNING AND DEVELOPMENT IMPLICATIONS

In line with current procedures, this role would initially be open to application from existing employees and then advertised externally

5. EQUALITIES IMPLICATIONS

An equality impact assessment has not been undertaken as this does not impact upon policy or service delivery.

6. CRIME AND DISORDER IMPLICATIONS

There are no crime and disorder implications arising from this report.

7. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1 Delays in data updates, system failures or lack of system development would have serious consequences for the Service.
- 8.2 The establishment of this post will provide resilience to the arrangements to maintain and develop these critical IT systems including those directly associated with the Service's emergency response arrangements.

9. RECOMMENDATIONS

That Members approve the creation of the post of Systems Administrator (18.5 hrs) in line with the provisions set out in this report.

10. BACKGROUND PAPERS FOR INSPECTION (OTHER THAN PUBLISHED DOCUMENTS)

None.

John Buckley
CHIEF FIRE OFFICER