



## **THE ROLE**

### **Fitness Advisor**

<b>Department:</b>	<b>HR &amp; Organisational Development</b>
<b>Role Code:</b>	<b>HR19</b>
<b>Grade:</b>	<b>6</b>
<b>Responsible to:</b>	<b>Fitness Manager</b>
<b>Responsible for:</b>	<b>No line management responsibility</b>
<b>Date Revised:</b>	<b>January 2019</b>

### **Job Purpose:**

To protect and save life, property and the environment by designing and delivering a high quality service which includes proactive health and wellbeing intervention, fitness assessment and monitoring, remedial advice, recruitment assessment, health and wellbeing education, managing servicing and maintenance of service fitness equipment. Continually promoting awareness of the benefits of health and wellbeing at work.

### **Main Duties and Responsibilities:**

1. To be responsible for the day-to-day provision of an efficient and comprehensive fitness service, undertaking these duties without direct supervision, working within broad procedural guidelines.
2. Plan the annual programme of fitness assessment/monitoring for all uniformed personnel, liaising with internal departments/station and watch managers to schedule visits/appointments in advance to have minimal impact on operational efficiency.
3. Delivery of one to one fitness assessments both at Service HQ and on stations, countywide, reporting results to watch and station manager level. This will involve some evening work.
4. Use specialist system (Fitech) to record and produce accurate fitness data including blood pressure and body composition measurements, aerobic capacity (using multiple testing methods), strength and flexibility testing; interpret, evaluate and present results of health and fitness status, to the individual and line managers.

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5. Where standards of fitness are not met, undertake the planning and delivery of specific remedial programmes, linked to exercise, weight management, lifestyle, and/or aerobic fitness.
6. Directly supporting the rehabilitation of personnel back to full operational duties; monitoring of individuals progression with regular communication with station and group management, Occ. Health and HR. Updating relevant databases, files, and sending emails.
7. Receive referrals from and liaise with Occupational Health for Functional Assessments and rehabilitation advice and support, delivering safe individually designed programmes, appropriate to client's needs; liaising with external physiotherapy providers where necessary. Advising Watch and station managers on functional suitability for returning to operational duties in safety critical environments.
8. Development and delivery of educational health, fitness and wellbeing advice, including national and local campaigns, to influence and encourage change in employees overall health, fitness and wellbeing. This will include specifically nutrition and hydration as key elements for operational staff
9. Ensure continuing professional development (CPD) through attending relevant training courses to enhance knowledge and skills, this will include involvement in regional and national groups, creating strong networking opportunities; ensuring best practice is initiated, discovered & shared
10. Advise and assist in the planning and promotion of Firefighter recruitment in conjunction with HR. Attend and contribute to meetings regarding recruitment matters; support and attend health, fitness and recruitment promotion events. Carry out pre-fitness testing/coaching for potential recruits, to prepare them for assessment centres.
11. Supervise each element of assessment centres, liaising with Training Centre and HR staff to ensure fair and reliable testing of recruits using National Recruitment Selection tests. Advise, coach and support unsuccessful candidates to prepare for re-test; record results for collation.
12. Manage and update service and individuals excel spreadsheets, ensuring up to date, 'live' information for station managers regarding fitness status, and ongoing progress.

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13. Create, analyse, annotate and summarise statistical data to represent trends in fitness assessment results and compliance across the fire service for the fitness manager's use to deliver to operational groups and service command.
14. Design and maintain relevant sections on the Wellbeing, Occ. Health & Fitness team intranet pages regarding the promotion of health fitness and wellbeing; post out regular tweets on the departments twitter account sharing general health and fitness information/current campaigns.
15. Responsible for the maintenance and oversight of gym equipment at all sites, record and maintain fitness equipment asset log; organise annual maintenance contract visits; evaluate contractor's report, prioritise resulting work schedule for repairs/replacement against available budget;
16. Lead on projects as delegated by the fitness team manager; prepare and draft business cases for new or replacement equipment; obtain information/quotes, liaising with purchasing/procurement departments as required; anticipate and order all consumables & other department equipment as required.
17. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
18. Any other duties commensurate with the responsibilities and grading of the post.