



THE ROLE

Protection Administrative Assistant

Department:	Safer Communities
Role Code:	SC39
Grade/Role:	4
Responsible to:	Team Leader
Responsible for:	No line management responsibility
Date Revised:	February 2023

Job Purpose:

To protect and save life, property and the environment by providing effective administrative support within the Protection Department. To ensure that liaison with the Area Commands, Partner Agencies, Business Community and all other fire safety stakeholders is effective.

Main Duties and Responsibilities:

1. To provide administrative support to all the Protection Department as requested. These activities may include, processing, recording and distributing all incoming and outgoing mail; generating reports, spreadsheets, flowcharts and letters; maintaining and ordering stationary, consumables and other ancillary items.
2. To accurately maintain the Protection filing systems and ensure that all policy and procedure documents received are filed correctly. To maintain the storage of dead records within the Department. To maintain, update and process work on the CFRMIS and other databases.
3. To maintain and update the Protection Fire Safety physical and online libraries ensuring that newly issued documents, reports and legislation are distributed as necessary. To search and retrieve documents from online library/technical Index as required.
4. To administer and process enquiries from members of the public, business community, other FRS's and Local Authorities in a professional manner.
5. To assist departmental staff with day to day administrative tasks, including but not limited to, deputising as necessary, the administration of CPD events and updating training records.

Role Profile

6. To compile basic process and fire safety statistics on issues that fall outside the Team Leaders remit, as required.
7. To provide administrative support for the Protection meetings, as needed, including but limited to, organising and timetabling meetings.
8. To arrange venues, catering, timetable, ICT and associated attendance certificates for visiting seminar participants and/or speakers. Organise the travel and accommodation for Officers travelling to events outside the County as necessary.
9. To complete allocated workstreams in accordance with the Protection Department Workplan. Ensuring that workstream records are kept up to date and on track for completion within agreed timeframes.
10. To liaise with line management on any emerging circumstances that may frustrate or enhance performance or productivity in relation to the delivery of the agreed workstreams within the Protection Workplan.
11. To deliver administration activity in accordance with the stated aims, objectives and vision expressed in the current corporate strategy and department plans ensuring that such activity supports and informs the stated department Key Performance Indicators (KPIs) as appropriate.
12. 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.
13. Any other duties commensurate with the responsibilities and grading of the post.