

CUMBRIA COUNTY COUNCIL

JOB PROFILE

CUMBRIA FIRE AND RESCUE SERVICE

Post Title: Central Crewing Co-ordinator

Responsible to: Watch Manager Service Delivery

Grade: Scale 4

1. Purpose of Job

- 1.1 To provide a Central Crewing function for the Service under the overall direction of the Watch Manager Service Delivery which ensures adequate staffing are available at the right time with adequate skills.
- 1.2 To maximises the cost effective utilisation of operational employees.

2. Principal Accountabilities

- 2.1 To administer the day-to-day delivery of the central crewing function to meet the operational needs of the Service.
- 2.2 To ensure proficient and timely liaison with Managers and affected staff on all matters related to central crewing policies and procedures. This will include arranging operational cover on officer rotas and at operational fire stations.
- 2.3 To support the development of the central crewing function. This will include the development of systems and procedures.

3. Key Tasks

- 3.1 Maintain an up to date and accurate Central Crewing system, arranging cover to meet shortfalls in crewing/rota cover in accordance with agreed Service policies.
- 3.2 Contact operational personnel to arrange / inform of changes to their rosters in line with service policies, dealing with any resulting queries.
- 3.3 Report anticipated and identified instances of crewing falling below required levels to Watch Manager Service Delivery.
- 3.4 Support the Watch Manager Service Delivery in long term analysis of all areas affecting crewing.
- 3.5 Contribute to the ongoing development of the Central Crewing Function and associated systems.

- 3.6 Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 3.7 Prepare, maintain, and circulate the 'Enhanced Duty Watch Manager' and Officers FDS rotas.
- 3.8 Prepare and circulate the watch based leave schedules in accordance with agreed policies and timescales
- 3.9 Liaise with HR in relation to the retirement / resignation leaving dates, medicals and modified duties and any other procedure as required.
- 3.10 Liaise with L&D over the timing of learning activities to minimise disruption to crewing and/or need for additional staff to cover
- 3.11 To instigate the failure to attend policy as required in accordance with Service policy.
- 3.12 To administer and where policy permits, grant leave or refer to the Duty Manager in cases of exception.
- 3.13 To ensure liaison with Managers and HR in respect of approved special leave including, Maternity, Paternity, Jury Service and Unpaid Leave.
- 3.14 To offer advice and raise awareness in relation to central crewing policies and processes to all appropriate staff. Contribute to the updating of policies as required.
- 3.15 To liaise with Crew, Watch Officers on all relevant crewing issues
- 3.16 Assist with the provision of management information for senior managers, other Service staff, and other appropriate returns as directed.
- 3.17 Create and maintain spreadsheets as required in order to fulfil requirements of department.
- 3.18 Promote the Equal Opportunity Policy of the Service and carry out duties in accordance with that policy.
- 3.19 All employees are required to conform to the Service Health and Safety Policy and to accept and carry out their responsibilities under the provision of the Health and Safety at Work Act 1974 and associated regulations.
- 3.20 At a level appropriate to his/her responsibility, contribute to the maintenance of the Investor in People Standard.
- 3.21 Undertake such duties that the Chief Fire Officer may, from time to time, determine commensurate with the grading of the post.

May 2010

**CUMBRIA COUNTY COUNCIL
PERSON SPECIFICATION**

CENTRAL CREWING CO-ORDINATOR

	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience with spreadsheets (Excel preferred.) • Work involving dealing impartially with others. • Work involving the interpretation and application of policies. 	<ul style="list-style-type: none"> • Experience of producing statistical information
Skills/Abilities	<ul style="list-style-type: none"> • Computer literacy • Processing and analysing data • Ability to interpret and apply regulations and guidance • Ability to demonstrate a flexible approach to work • Organisational skills and a methodical approach to work • Proven experience of working under pressure and the ability to work to strict deadlines • Ability to work in a team environment • Ability to use initiative and to work under the minimum of supervision • Ability to work in a confidential manner • Ability to deal effectively with people at all levels using strong verbal communication skills and personal resilience. • Commitment to Equality & Diversity 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of administrative processes 	<ul style="list-style-type: none"> • Understanding of Service Policies in relation to Crewing.

May 2010