

**PG**

**7222**

**Post Specification**

**Regulation & Technical**

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| **Date** | **June 2021** |
| **Post Title** | Risk Technician Team Leader |
| **Job Family Role Profile** | **RT10** |
| **Final Grade** | **10**  |

**To be read in conjunction with the job family role profile**

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| **Service Area Description** |
| The post holder will be responsible for the supervision of the Cumbria Fire & Rescue Service (CFRS) Service Support team providing direct support in all aspects of Operational Support. |
| **Purpose of this post**  |
| To supervise the planning, organising and prioritisation of the delivery of Service specialised activity area(s) and apply relevant Service regulations and legislation to meet given standards and Service Level Agreements. |
| **Key job specific accountabilities** |
| * To manage, motivate and support the development of a flexible teamwork approach of Risk Management Technicians within the department in order to provide an effective technical support function in line with Service regulations and legislation. Including the setting of goals and objectives for the team in line with the CCC Valuing Individuals and Performance (VIP) appraisal process. And assist in the recruitment of department staff.
* To supervise the provision of performance management reports on their teams workstream responsibilities to the Operation Planning manager.
* To attend meetings on behalf of the Operational Planning department manager and provide feedback.
* Develop Service requirements from regulations and legislation into specifications to effectively meet business needs through co-ordination of technical data to include supervision of accurate collation, compilation and submission of meaningful reports. . Ensure effective analysis techniques are carried out to provide strong recommendations and identification of trends. Manage any data quality challenges and implement relevant changes to ensure continuous improvement.
* Supervise and co-ordinate the maintenance, improvement and oversee Service specific technology related systems in line with Service objectives and priorities. Provide quality assurance of such technology systems as required, making recommendations for improvements.
* Provide complex technical information, advice and support for the development of Service staff and other appropriate stakeholders to ensure an effective service delivery. Communicate and liaise with Service related stakeholders and develop and deliver relevant training plans.
* Contribute and provide technical advice and recommendations to specialised Service related projects as required. Attend and contribute to internal/external meetings.

Keep up to date with changing legislation which may have implications on the reporting framework and make recommendations to ensure full compliance. |
| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | None. Although will have to report back to the Operational Planning manager of any budgetary issues resulting from department workstreams.  |
| **Staff Management Responsibilities** | The post holder will have direct line manager responsibilities for all other risk technicians within the department and will report to the Operational Planning Department manager. |
| **Other** | None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * NVQ Level 4, Professional qualification or equivalent experience in relevant area of work.
* Experience of understanding and interpreting complex technical documents, procedures, regulations and legislation including providing advice.
* Thorough knowledge and understanding of risk related information and associated processes
* Experience of project support/management
* Good interpersonal/management skills
* ICT competent with proven experience of using ICT systems to collate information
* The ability to produce and present reports with appropriate recommendations
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| **Disclosure and Barring Service – DBS Checks** |
| * This post does not require a DBS check.
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| **Job working circumstances** |
| **Emotional Demands** | * Normal
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| **Physical Demands** | * Normal
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| **Working Conditions** | * Normal
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| Other Factors |
| * Will be required to attend CCC development courses commensurate to their role, to further advance their knowledge and skills.
* Required to attend meetings in and out of County.
* Maybe required to work outside of normal office hours.
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