

Job Description

Job Title:	Fire Prevention Support Administrator
Grade:	Administrative Officer
Department:	Department of Home Affairs
Division:	Isle of Man Fire & Rescue Service
Responsible to:	Fire Prevention Officer & Executive Assistant to the Senior Leadership Team
Responsible for:	N/A
Location:	Fire Service Headquarters, Department of Home Affairs, Tromode Drill Hall

Job Purpose:

To provide efficient and effective administrative, coordination and general support duties.

Hours of Work:

37 hours per week – full time position.

Principle Duties and Responsibilities:

To support and assist the Fire Prevention Team with the administration of community safety initiatives within the Isle of Man Fire & Rescue Service, promoting public awareness through proactive communication and social engagement.

Main duties and responsibilities will include (but are not limited to) the following:

- Collation, management and maintenance of risk critical data and records, and provision of updated statistics to the Fire Prevention Team and Senior Leadership Team.
- Acting as the point of contact and liaison with internal and external stakeholders and partner agencies, maintaining relationships and coordinating joint response to community risk management events and initiatives. Preparing relevant administration and presentations for Fire Prevention Officers in advance, and collating feedback after events to promote continuous improvement.
- Booking appointments on behalf of the Fire Prevention Team, Wholetime and Retained Fire crews, and the wider Fire Protection Department. Scheduling and organisation of fire safety education sessions for schools, youth groups and vulnerable individuals.
- Providing an additional point of contact for any Community Fire Prevention queries, offering advice and information either in person or over the phone.
- Assisting and supporting representatives of the Isle of Man Fire & Rescue Service at community events and public engagement sessions. Developing and reviewing educational and safety information resources for distribution to various target audiences.
- Management of the Service's social media sites, creating content and scheduling posts to promote the Isle of Man Fire & Rescue Service and in particular Fire Protection and Community Fire Prevention messages. Monitoring trends and adapting messages to improve community engagement. Maintenance of the Service's public website.
- Attending and observing National Fire Chiefs Council briefings and Safeguarding meetings/seminars and providing updates to the Fire Prevention Team on any matters

or actions arising. Staying abreast of latest Community Safety initiatives delivered by other Fire & Rescue Services and partner agencies.

- To take an active role in Fire Prevention and Protection meetings, providing advice and guidance regarding Community Fire Prevention and administration procedures, identifying areas of inefficiency and making recommendations for improvement.
- To provide general assistance as a member of the Service Support and Administration Team, including routine updates to Fire Certificate plans issuing CAD, providing administrative support to the Senior Leadership Team, preparing accurate meeting notes and minutes and providing absence cover for other team members where required.
- General administration duties such as typing and word processing work as required from officers within the Fire Prevention & Protection Department and the Senior Leadership Team.
- To attend local training courses as required as part of a continued professional development programme.
- Any other ad hoc duties or projects that are requested by the Fire Prevention Officer, Senior Officers or the Executive Assistant to the Senior Leadership Team.

Reporting Framework

The Executive Assistant to the Senior Leadership Team will be the designated line manager for the post. The head of the Fire Prevention Team will be the main contact for Fire Prevention duties.

The Executive Assistant to the Senior Leadership Team is responsible as 'Reporting Officer' for the implementation of, and compliance with, the relevant IOM Civil Service Performance & Development Review Scheme and Personal Development Plan, as it applies to the post on an annual basis.

Integrity

As an appointee of the Department of Home Affairs and the Isle of Man Fire & Rescue Service, the post holder is expected to recognise that their everyday business requires the highest level of personal integrity. Each Officer has a personal responsibility to maintain the confidentiality of all Departmental business and to uphold such confidences.

Health & Safety

The role holder will be responsible for their own health and safety and the impact of their actions upon others. They will be responsible for identifying any possible risks or near misses to the Executive Assistant to the Senior Leadership Team or the Service's Health & Safety Officer.

General Scope

This document is intended to be a guide to the general scope of duties and not a rigid, inflexible specification. The employee shares with the employer the responsibility for suggesting alterations to the scope of duties to improve the work situation. This job descriptions will be reviewed as necessary to reflect the future requirements.

People Qualities – Level 2

The Isle of Man Government People Qualities have been designed as a framework to support positive personal development for every individual within the organisation.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
5 GCSE passes at grade C (4) or above, including English Language (or equivalent)	Desirable	CV
Experience of having worked in an office environment	Desirable	CV
Experience of having worked in a customer service related role, dealing with members of the public and customers or all levels	Desirable	CV
Capability		
Effective written and oral communication skills, and ability to adapt communication styles to suit different audiences	Essential	CV/Interview
Excellent organisational, planning and time management skills and able to prioritise work to meet deadlines	Essential	CV/Interview
Confident IT user with a good working knowledge of Microsoft Office applications, and ability to accurately maintain record keeping systems	Essential	CV/Interview
Excellent interpersonal skills with the ability to build good working relationships with colleagues and stakeholders at all levels	Essential	CV/Interview
Character		
Must be able to demonstrate resilience, prioritise work, manage pressure and adapt to changing demands	Essential	Interview
Commitment to providing high quality, customer focused services and the ability to handle complex and sensitive situations	Essential	CV/Interview
Ability to work as a team member and on own initiative with minimal supervision	Essential	Interview
Self-motivated and shows initiative, actively looks for and achieves new and better ways of working	Essential	Interview
Keen eye for detail and able to work to a high degree of accuracy	Essential	CV/Interview
Other Requirements		
Isle of Man Worker	Desirable	Application
Satisfactory Police Check	Essential	Pre-employment checks
Full valid driving licence	Essential	Pre-employment checks

