



# **Cheshire**

## **Fire & Rescue Service**

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Fitness Advisor</b>
<b>Department:</b>	<b>Health &amp; Safety</b>
<b>Location:</b>	<b>Sadler Road</b>
<b>Post Number:</b>	<b>G004</b>
<b>Grade/Role:</b>	<b>Scale 6</b>
<b>Special Allowances:</b>	
<b>Responsible to:</b>	<b>Health &amp; Safety Manager (G001)</b>

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### **JOB PURPOSE**

To provide training, advice and support to facilitate and promote the physical well being and health of CFRS employees and engage in fitness testing activities associated with recruitment and routine formal fitness testing.

### **PRINCIPAL RESPONSIBILITIES**

1. Coordinate, monitor and administer the formal fitness testing programme for operational staff, in line with the Fitness Policy.
2. Design and deliver personalised exercise programmes to support operational staff in meeting the requirements of the Fitness Policy, body weight management, improving fitness and exercise therapy for the treatment of injuries. Support individuals by providing one to one training sessions.
3. Administer the Firefighter recruitment physical fitness testing procedures in line with the CFRS Policy.
4. Advise and assist with fitness issues related to recruitment and the physical entry requirements to the service and provide individual training programmes for potential recruits as necessary.
5. Liaise with Occupational Health about the treatment and rehabilitation of employees.
6. Provide a lifestyle and fitness advisory service to all employees.
7. Provide advice to line managers relating to the fitness of individuals, being mindful of the need for sensitivity and confidentiality.
8. Analyse data, identify trends and produce reports as required.
9. Design and deliver fitness/health promotion campaigns, presentations and material for use across the service in response to identified need.

10. Regularly meet with, support and monitor the practice of the Physical Training Instructors.
11. In liaison with the Physical Training Instructors, ensure gym inductions are provided to members of the CFRS as and when required..
12. Assist and advise on the risk assessment of fitness training facilities, procedures and equipment.
13. In liaison with Operational Risk Planning Services, ensure that there is a programme of servicing fitness equipment and assist with the planned replacement and procurement of fitness equipment.
14. Maintain confidential, accurate and comprehensive records in both computerised and manual format in accordance with legislative requirements e.g. Data Protection Act.
15. Act as the Service's point of contact for guidance and expertise on matters of fitness and best practices.
16. Participate in research initiatives designed to further the development of fitness issues across the Service and UK fire service as a whole.

## **Core Responsibilities for Cheshire Fire Service Personnel**

### **Personal Performance**

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

### **Personal Accountability**

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

### **Core Values and Behaviours**

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

### **Equality, Diversity and Inclusion**

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy/Policy and to work consistently to embed equality and diversity within the Service.

### **Safeguarding**

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service.

### **Health and Safety**

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

## **Environment**

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

## **N.B.**

**Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.**

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<b>Version</b>	<b>Date</b>	<b>Amended by (Initials)</b>
V1		



## **PERSON SPECIFICATION**

**Job Title: Fitness Advisor**

<b>PERSONAL ATTRIBUTES REQUIRED</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<u>Qualifications/Experience</u>  Level 3 exercise/fitness related qualification  First Aid Qualification  Sports Science Degree or equivalent qualification (Exercise physiology based qualification)  Understanding and practical experience of fitness testing  Understanding and practical experience of designing and delivering personalised exercise programmes for a range of individuals and awareness of how these can be applied in an occupational context.	*     *  *	*  *
<u>Knowledge &amp; Skills</u>  Understanding of exercise physiology  Understanding of nutrition and healthy diet  Understanding of the need to maintain confidentiality and security of sensitive information and the legal requirements of the Data Protection Act  Proficient in Microsoft Office applications  Driving Licence.	*  *  *  *  *	

<u>Personal Competencies</u>  Ability to maintain a confident and resilient attitude in challenging situations  Excellent interpersonal skills, highly motivated and ability to motivate others  Able to communicate effectively both orally and in writing to a range of different audiences  Have a high standard of personal fitness Diplomatic and discreet  Ability to organize, plan and priorities own work and meet deadlines and targets whilst working flexibly within an integrated team, often with minimal supervision.	*  *  *  *  *	