



**Cheshire**  
Fire & Rescue Service

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Operational Skills Administrator</b>
<b>Department:</b>	<b>Operational Assurance (OPA)</b>
<b>Location:</b>	<b>HQ, Sadler Road, Winsford</b>
<b>Post Number:</b>	<b>TBC</b>
<b>Grade/Role:</b>	<b>Scale 5</b>
<b>Responsible to:</b>	<b>Operational Skills Administrator Lead</b>

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## **JOB PURPOSE:**

Co-ordinate the administration of operational training courses, ensuring that operational crews have the correct skills set required for operational availability.

Administer the course management system and the workforce planning system.

Produce regular statistical reports to provide management information for auditing purposes.

## **PRINCIPAL RESPONSIBILITIES**

1. Co-ordinate the administration of operational training courses, including nominations, monitoring attendance and organising resources required by internal and external providers to deliver operational, command and driver training.
2. Update staff training records in accordance with established electronic systems. Ensuring that the data and records are up to date and accurate.
3. Administer the course management system for co-ordinating operational training courses. Ensuring that operational training is booked for employees in line with skill expiry dates, ensuring that operational crews have the correct skills set for managing operational availability.
4. Administer the workforce planning system used to manage operational availability by detaching individuals and operational crews for training courses. Inputting and removal of training courses, and the updating of skill set information attributed to operational staff.
5. To carry out regular audits of the Service's training records and operational skill expiry dates on the various systems used by CFRS, taking appropriate action where necessary. Design and produce statistical operational training reports to assist managers in decision-making and future planning to meet organisational needs, and to provide management information for auditing purposes.
6. Liaise with and advise managers in the Operational Training and Learning team on establishing new and ongoing requirements for the recording of training courses and

operational skills using the course management system.

7. Produce and provide process documents, training materials, advice and guidance on using the various systems to plan, manage and record operational training in terms of its use and operation.
8. Support the Fitness Advisor with the co-ordination and administration of fitness tests, including nominations, monitoring attendance, organising the venue and resources required. Update fitness testing records in accordance with established electronic systems.
9. Provide occasional administrative support at Crisis Management events and exercises providing an accurate record of proceedings.
10. Work as a team and provide support to colleagues during periods of peak activity.
11. Co-ordinate the transition of high-risk data flagging pertaining CFRS Bluelight Corporate Gazetteer, ensuring the delivery of accurate, timely and relevant information to enable a robust response to emergencies. Collaborate with internal and external customers in the creation of new unique property references.
12. Deal with enquiries from members of the public and other agencies with regard to attendance at incidents. Make decisions about the release of information, ensuring compliance with data protection and freedom of information legislation.

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

### **Personal Performance**

To take responsibility for personal performance 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 and Diversity**

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

### **Health and Safety**

To work in compliance with Service Health and Safety Policy to support a safe working environment.

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

### **Environment**

To promote and adhere to the Service's Environment Strategy.

**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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1	March 2013	JL
2	October 2017	JL
3	November 2017	LS
4	January 2019	KP
5	December 2023	CJ
6	June 2025	CJ



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## **PERSON SPECIFICATION**

**Job Title: Operational Support Administrator**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
QUALIFICATIONS	BTEC/NVQ Level 3 Business Administration or equivalent Level 3 qualification (or higher) in a relevant subject (or willingness to undertake the qualification).	IT qualification
EXPERIENCE	<p>Substantial experience of maintaining and monitoring systems and records and assisting in analysis of trends within that information</p> <p>Significant experience of responding independently to unexpected problems</p> <p>Significant experience of using Microsoft Excel</p> <p>A good understanding of Power BI</p> <p>Experience of using databases</p> <p>Experience or understanding of co-ordinating training courses and events</p>	

SKILLS & ABILITIES	<p>Ability to prioritise and achieve deadlines</p> <p>Ability to fact find, analyse, interpret information, draw conclusions and make recommendations from findings</p> <p>Excellent attention to detail</p> <p>Excellent communication skills and interpersonal skills to interact with a variety of audiences</p> <p>Ability to build effective working relationships and work with and through others to achieve results</p> <p>Ability to solve problems and escalate when necessary</p> <p>Ability to work without close supervision</p>	
KNOWLEDGE	<p>Knowledge and understanding of data protection legislation.</p>	
WORKING CONDITIONS	<p>Prepared to represent CFRS and its core values and beliefs at all times</p>	