West Yorkshire Fire & Rescue Service

Job Description.

**Post Title:** General Assistant (Training Centre).

**Grade:** 3.

**Responsible To:** Training and Support Watch Manager.

**Purpose Of Post:** To work as part of the training centre general assistants’ team, to help staff in the preparation of exercises, drills and demonstrations.

# Organisational chart.

# Main duties and responsibilities of the role.

1. Assist with the preparation of exercises and demonstrations, including the setting up and decommissioning of live burn exercises wearing the correct PPE (personal protective equipment) and RPE (respiratory protective equipment), working in conjunction with the relevant departments & their requirements.
2. Operate vehicles (Telehandler and appliances) to perform assorted tasks within the remit of the post. Training will be provided for this.
3. Inspect, recharge and maintain training centre extinguishers and restock commercial training fire extinguishers when required
4. Inspect, recharge and maintain breathing apparatus cylinders to ensure that sufficient stock is maintained and instruct new staff (including trainee firefighters) on how to safely use the BA (breathing apparatus) cylinder compressor. Record on the equipment management system.
5. Manage stock with respect to ordering consumables (E.g. Pallets, wood and straw) for the Breathing Apparatus department. Manage stock with regards to consumables (E.g. scrap cars) for the Trauma department. Loading and unloading of stock and checking condition of stock on receipt and issuing of fuel to Fire Service vehicles.
6. Responsible for the receipt and issue of training centre laundry and for Headquarters site
7. Assist with the general maintenance of Training Centre grounds and property. This will also include cleanliness of areas within Training Centre.
8. Responsible for maintaining training centre equipment, and vehicles, including all records associated with the re-ordering of consumables. Recording inspection on EMS where appropriate.
9. Provide cover/assist the caretaking staff as and when required.
10. Manoeuvre fire service appliances. This will also include booking MOT’s and 10 weekly checks (when required).
11. Undertake training courses when required, as directed by management.
12. Take into consideration all Health and Safety and Fire Safety matters, adhering to risk assessments, for any personnel, members of the public, other agencies and visitors that may be attending and undertake first aid duties as and when required.
13. Assist with the logistics of equipment and resources around training centre site with the opportunity to build custom made training aids when possible and practicable.
14. Provide fireground support as required for special events and exercises, which may require working outside normal office hours (this could include occasionally working on a weekend).
15. To be responsible for the appropriate processing of data ensuring compliance with current GDPR.
16. Transport cylinders to logistics stations within West Yorkshire Fire and Rescue Service where necessary.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:
* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.
1. A satisfactory Standard Disclosure and Barring check is required for the role.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Experience in safe working practices when cleaning and using electrical equipment.  | Essential. | Application & Selection Process. |
|  | Experience in grounds and equipment maintenance associated with a Fire & Rescue Service. | Desirable. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Health & Safety IOSH ‘Working Safely’ qualification or equivalent. | Desirable. | Application.  |
|  | Qualified as a Telehandler operator. If you do not currently hold this qualification, must be willing to obtain qualification if appointed. | Essential. | Application. |
|  | Hold a LGV Driving Licence Category C. If you do not currently hold this licence, must be willing to obtain if appointed. | Essential. | Application. |
|  | Literature and numerate. | Essential. | Selection Process. |
|  | Basic computer skills. | Essential. | Selection Process. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Experience within a general maintenance environment, including the use of manual/ power tools. | Essential. | Application & Selection Process. |
|  | Knowledge of fuel properties and associated hazards e.g. C.O.S.H.H or equivalent. | Essential. | Application & Selection Process. |
|  | Ability to work as part of a team and on own initiative. | Essential. | Application & Selection Process. |
|  | Ability to climb ladders, work at heights and to carry out other physically demanding tasks commensurate with the role. | Essential. | Application & Selection Process. |
|  | Demonstrate an understanding and ability to implement Health and Safety in the workplace.  | Essential. | Application & Selection Process. |
|  | Ability to work flexibly according to the needs of the post and occasionally work. | Essential. | Application. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |
|  | To hold and maintain a current full UK valid car driving licence.  | Essential. | Application. |
|  | Hold a LGV Driving Licence Category C. If you do not currently hold this licence, must be willing to obtain if appointed. | Essential. | Application. |

Job Description last updated: **October 2024.**