**Devon and Somerset Fire & Rescue Service**

# Non-Uniformed Job Description, Core Values and Person Specification

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| Job Title | Risk Information Technician |
| **Grade** | Grade 4 |
| **Department** | Alignment and Operational Risk department |
| **Reports to** | Operations Admin Manager |
| **Line Manager Responsibilities** | None |
| **Updated** | 14 March 2017 |

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| **Main Responsibilities and Duties:*** Attend joint site visits with Inspecting Officers to assist with the production of single line building plans, as required.
* Produce and/or amend maps to supplement site specific risk information, utilising GIS Mapping or other relevant software.
* To update and amend operational risk information plans in line with defined re-inspection programmes.
* To support the on-going development of the operational risk information and plan drawing systems.
* To provide technical advice to employees responsible for the collation of site-specific risk information, as required.
* To produce and/or amend version-controlled floor, site and location plans for premises to supplement site specific information.
* To transfer and amend version-controlled data into standard templates to formulate site specific risk information.
* To save version-controlled risk information plans in the correct formats and into the required databases to enable upload onto Mobile Data Terminals.
* To produce plans for fire safety enforcement and prosecution, fire investigation and accident investigation as required.
* To utilise skill, knowledge and understanding to support other organisational requirements as/when requested.

**Specific Duties:*** To utilise skill, knowledge and understanding to support other organisational requirements as/when requested.
* Attend and contribute to meetings, as required, in relation to the role of Risk Information Technicians.
* Undertake any other duties, as required, commensurate with the job role in consultation with line management.
* To actively promote the Service’s Core Values and comply with Equality and Diversity and all Service policies.
* To participate in the Personal Performance and Development process to identify personal training and development needs and to attend training events as directed.
* To perform tasks in a safe manner in accordance with Health & Safety polices and legislation
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**Core Values of the Service**

• Honesty, clarity and accountability

• Respect for each other

• Working together to improve

• A ‘can do’ attitude

Please follow this link to the Service Core Values [Behavioural Framework](http://www.dsfire.gov.uk/WorkingForUs/ACareerwithDSFRS/CoreValues.cfm?SiteCategoryId=13&T1ID=44&T2ID=372)

Signed acceptance of the core values of the Service and agreement that the job description is a fair and accurate statement of the requirements of the job:-

Job holder: Date:

Job holder’s manager: Date:

Designated senior manager (if applicable) Date:

**Person Specification**

**Grade:** 4

**Job Title:** Risk Information Technician

**Key Competencies**

**Proficient in use of AutoCAD / associated software**

Essential and measured by application and interview

**Good organisational and time management skills**

Essential and measured by application, test and interview

**Competent in using MS Office software with speed and accuracy**

Essential and measured by application, test and interview

**Excellent oral and written communication and numerical skills**

Essential and measured by application, test and interview

**Work Experience**

**Proven experience of creating, designing and maintaining AutoCAD plans**

Essential and measured by application and interview

**Previous experience of using GIS Programmes**

Desirable and measured by application and interview

**Experience of using DSFRS mobile data terminal**

Desirable and measured by application and interview

**Experience of working within a drawing office environment**

Desirable and measured by application

**Qualifications/Knowledge**

### **Knowledge of AutoCAD system**

### Essential and measured by application and interview

### **Relevant qualification in admin and IT skills**

### Desirable and measured by application and interview

**GCSE (or equivalent) Grade 4 or above in English and**

**Mathematics**

Desirable and measured by application and interview

**Personal Qualities and Attributes**

**Ability to work efficiently and effectively both on own initiative and as part of a team**

Essential and measured by application and interview

**Ability to multi-task and work in a dynamic and constantly changing environment**

Essential and measured by application and interview

**Full UK driving license and ability to travel within the DSFRS operational area**

Essential and measured by application and interview

**Commitment to continuous learning and improvement**

Essential and measured by application and interview

**Willingness to undergo Security Disclosure as required by the Service**

Essential and measured by application and interview

**Professional manner with the ability to recognise, respect and maintain confidentiality as required**

Essential and measured by application and interview

**FACTOR GUIDES**

**Supervision/Management of people**

**Level 1** Little or no supervisory responsibility other than assisting in work familiarisation of peers and new recruits.

**Creativity and Innovation**

**Level 2** Work largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems.

**Contacts and Relationships**

**Level 2** Contacts on well - established matters providing readily available information or assistance, or occasionally dealing with issues where the outcome may not be straightforward.

**Decisions – Discretion**

**Level 2** Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

**Decisions – Consequences**

**Level 1** Decisions which have a limited and short-term effect on employees beyond immediate colleagues or on the public. Effects of decisions would be quickly known and readily amended if necessary.

**Resources**

**Level 2** Responsible for the proper use and safekeeping of hand tools, small items of equipment and low cost materials or for the accurate handling and security of small sums of cash and cheques or financial resources.

**Work Environment – Work Demands**

**Level 1** Work where tasks are interchanged but the programme of tasks is not normally interrupted.

**Work Environment – Physical Demands**

**Level 1** Work requiring normal physical effort.

**Work Environment – Working Conditions**

**Level 1** Work normally performed in a heated, lit and ventilated indoor environment; may be exposed to occasional noise or outside conditions.

**Work Environment – Work Context**

**Level 1** Work involves minimal risk to personal safety of injury, illness or health problems arising from the environment or the public/clients.

**Knowledge and Skills**

**Level 3** Ability to undertake work concerning more involved tasks confined to one function or area of activity, which requires a good standard of practical knowledge and skills in that area of activity.