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**PG**

**8524**

**Post Specification**

**Operations**

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| **Date** | **March 2025** |
| **Post Title** | Asset Management Assistant |
| **Job Family Role Profile** | **OP5** |
| **Final Grade** | **Grade 6** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post**  |
| To support delivery of high quality, effective and efficient operational functions within the Operational Preparedness Departments. |
| **Key job specific accountabilities** |
| 1. Collection and delivery of appliances, goods and materials throughout the county.
2. To clean and prepare the Fire Behaviour facilities to support the delivery of risk critical training to operational staff.
3. To monitor and report on stock levels of combustible materials and ancillary equipment to support the preparation of Fire Behaviour facilities.
4. To manage and move stock and accurately record and maintain digital records regarding the receipt, storage and issuing of equipment, uniform and consumables for internal and external purposes, in accordance with the relevant Service policies and procedures.
5. To assist with the delivery of Operational Preparedness activities commensurate to the role of Asset Management Assistant.
6. To support the management, cleaning, and decontamination of Breathing Apparatus in line with Service procedures using specialist BA washers at FSHQ.
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * None
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| **Staff Management Responsibilities** | * None
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| **Other** | * Report to the Technical Services Co-ordinator
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * Understand relevant procedures and practices applicable to the role.
* Thorough understanding of the operating context of a Fire and Rescue Service
* Working knowledge of materials/ equipment services (used in the work situations), their safe use and application circumstances.
* Experience / knowledge of health and safety procedures / legislation, including where appropriate, how to use a variety of tools and equipment.
* The ability to move and lift stock in accordance with health and safety guidelines.
* Category C Driving License.
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| **Disclosure and Barring Service – DBS Checks** |
| * Basic DBS Check.
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| **Job working circumstances** |
| **Emotional Demands** | * Lone working
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| **Physical Demands** | * Heavy lifting
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| **Working Conditions** | * Countywide role
* Outdoor working
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| Other Factors |
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