

West Yorkshire Fire & Rescue Service

Job Description.

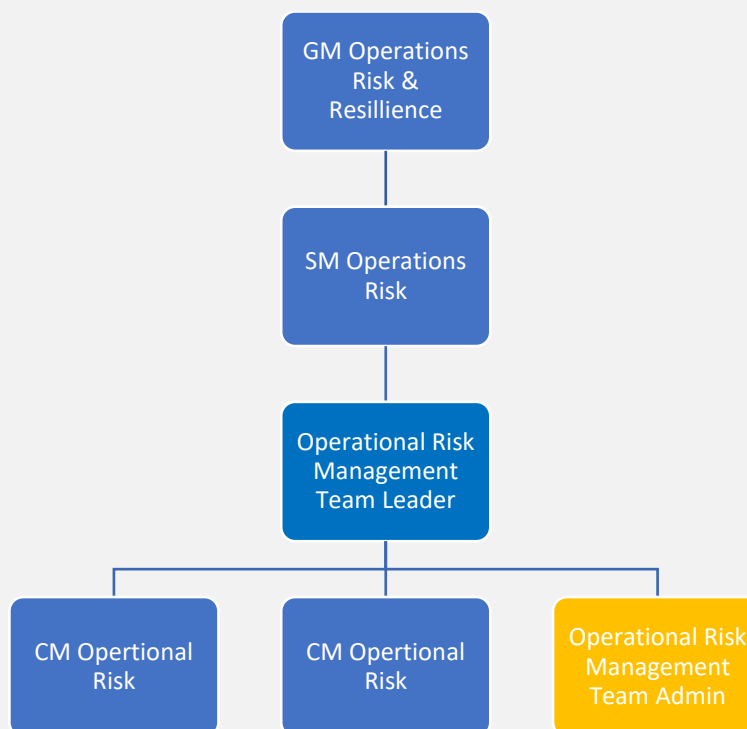
Post Title: Operational Risk Management Team Administrator

Responsible To: Operational Risk Management Team Leader

Grade: Grade 4

Purpose Of Post: To analyse and process data/information using databases, spreadsheets, and other software packages. This will also include answering calls for information from internal and external sources.

Organisational chart.



Main duties and responsibilities of the role.

1. Provide Administrative support to the Operational Risk Management Team.
2. To assist in the collection and collation of statistical information producing standard and non-standard reports from the Risk Database and OneView on request.

3. To check the accuracy and quality of data entered in OSARIS across the Authority.
4. Assist with the design, development, implementation, and testing of changes to the risk database systems.
5. To act as the Risk Database Administrator and provide Helpdesk support in the form of information provision to employees and managers as required.
6. Support the implementation and rollout of the Risk Database, and to design and deliver effective training and guidance to operational staff to ensure the accurate gathering and use of risk information
7. Add new users to the Risk Database and maintain appropriate levels of security access in conjunction with individual roles.
8. Generate and create any additional work items that fall outside of the standard risk visit schedule.
9. Aid with the collation and exchange of cross border risk information using authority systems and agreed regional processes.
10. Administer and minute interdepartmental meetings as well as attending meetings and deputising as a representative of ORMT.
11. Provide support to the District Clerks who are involved with the issuing of SSRI tasks and provide training.
12. Maintain and update information and records held by ORMT on Firehub.
13. Undertake any necessary training required to develop skills associated with the requirements of the job.
14. Deal with complaints and queries from members of the public and operational crews.
15. To undertake any other duties commensurate with the post as directed.
16. Manage efficiently and effectively electronic filing and recording systems.
17. Manage the Sitesafe referrals.
18. Organise and manage multiple departmental email inboxes.

Organisational wide responsibilities.

1. Adherence to the [NFCC Core Code of Ethics](#) and [West Yorkshire Fire Service Values](#).



2. 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.
3. A satisfactory Enhanced Disclosure and Barring check is required for the role.
4. This post has been designated a hybrid working post which means the postholder's working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

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 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' to be shortlisted for this vacancy**. If many 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 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	Source
1	Experience of database administration.	Essential	Application and selection process
2	Technical experience and specialist knowledge on the use and function of databases and IT applications.	Essential	Application and selection process

3	Experience and use of MS-Office and other IT applications to proficient level.	Essential	Application and selection process
4	Ability to solve a variety of work-related problems.	Essential	Application and selection process
5	Experience working to meet deadlines with conflicting demands.	Essential	Application and selection process
6	Experience adapting and configuring information to meet the needs of the organisation.	Essential	Application and selection process
7	Clerical experience.	Essential	Application and selection process
8	Experience delivering structured and non-structured training programs to a variety of audiences.	Desirable	Application and selection process

	Education and Training	Essential/ Desirable	Source
9	Must demonstrate a good standard of education and be both numerate and literate – equivalent to maths and English Grade A-C GCSE.	Essential	Application and selection process
10	Qualified to NVQ level 3 or equivalent in computing, or the ability to achieve this qualification.	Essential	Application and selection process
11	Work towards and complete qualification in delivering training such as Level 3 Award in Training (PTTLs).	Essential	Selection process

	Special Knowledge and Skills	Essential/ Desirable	Source
12	Ability to work as part of a team.	Essential	Application and selection process
13	Ability to work flexibly in relation to the needs of the post.	Essential	Application and selection process
14	Ability to work independently, use your own initiative, organise your own workloads, and make decisions.	Essential	Application and selection process
15	Ability to work under high levels of pressure to tight deadlines.	Essential	Application and selection process
16	Demonstrate ability to interpret statistical data and produce reports.	Essential	Application and selection process
17	Ability to communicate effectively to a wide range of audiences both verbally and in writing.	Essential	Application and selection process
18	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Application and selection process
19	Demonstrate commitment to good data quality within all areas of work and understanding of the Authority's Data Quality Policy.	Essential	Application and selection process
20	Good working knowledge of legislation and regulations associated with the duties of the post.	Essential	Application and selection process
21	Ability to organise training sessions, briefings, and departmental meetings.	Essential	Application and selection process
22	Ability to create and provide presentations for various audiences.	Essential	Application and selection process
23	Hold and maintain a current driving license.	Desirable	Application and selection process

Job Description last updated: **May 2026**