

West Yorkshire Fire & Rescue Service

Job Description.

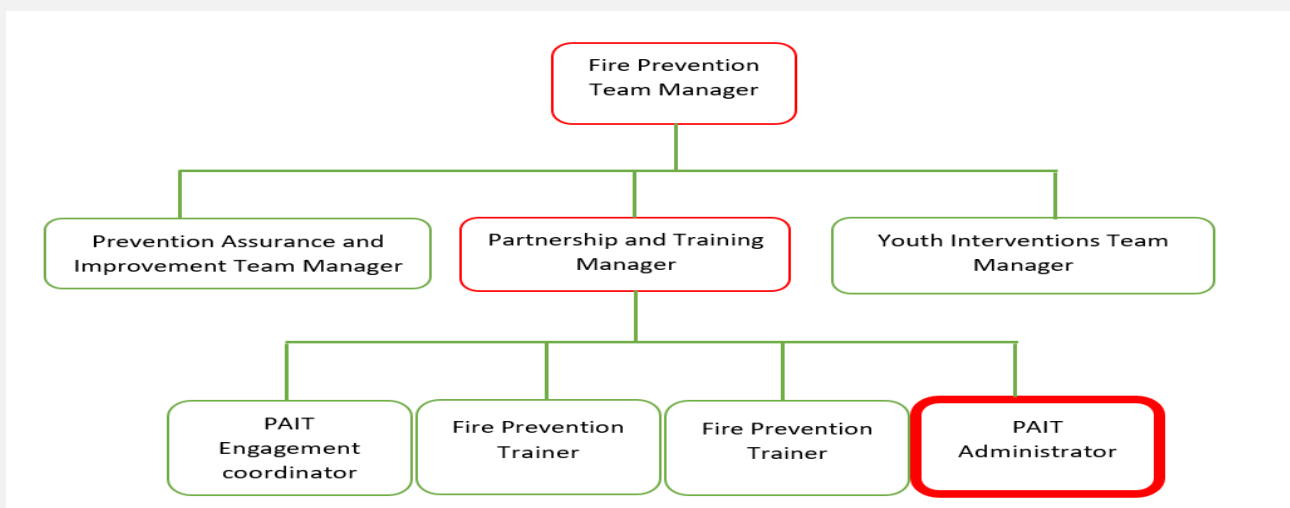
Post Title: PAIT Administrator

Grade: Grade 3

Responsible To: Prevention Partnership & Training Manager

Purpose Of Post: To provide comprehensive administrative support for the Fire Prevention Department

Organisational chart.



Main duties and responsibilities of the role.

1. Dealing with written, email and telephone correspondence on behalf of the Prevention Department.
2. Planning meeting schedules, including preparation of documentation, data collation and maintenance of meeting records.
3. Administer the Fire Prevention Department Homepage on Microsoft Teams ensuring that it remains current and relevant.
4. Prevention stock management and monitoring of Prevention Department budget.
5. Provide administrative support to colleagues across the organisation in delivery of their prevention duties.

Organisational wide responsibilities.

6. Adherence to the NFCC Code of Ethics and West Yorkshire Fire Service Values.



7. 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.

8. A satisfactory Enhanced Disclosure and Barring check is required for the role.

9. 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 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.
1.	Previous experience of office administration.	Essential	Application & Selection Process.
2.	Ability to communicate effectively through verbal and written means at all levels, including internal staff, partner organisations, members of the public and community groups.	Essential	Application & Selection Process.
3.	Demonstrate an ability to work independently and as part of a team, having commitment and flexibility in working hours to meet objectives.	Essential	Application & Selection Process.

	Education and Training.	Essential/ Desirable.	Where identified.
4.	Word Processing at RSA/OCR 2 or equivalent.	Desirable	Application.
5.	Good level of Numeracy and Literacy.	Essential	Application

	Special knowledge and skills.	Essential/ Desirable.	Where identified.
6.	Be self-motivated, organized and able to prioritise work to set deadlines with minimal supervision.	Essential.	Application & Selection Process.
7.	Demonstrate effective use of IT systems such as Microsoft Office, Word, Outlook, Teams and Excel.	Essential.	Application & Selection Process.
8.	Demonstrate commitment to good data quality within all areas of work. Knowledge of confidentiality issues and compliance with General Data Protection Regulations	Essential.	Application & Selection Process.

	Special knowledge and skills.	Essential/ Desirable.	Where identified.
9.	Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values.	Essential.	Selection Process only.
10.	To hold and maintain a current full UK valid car driving licence and/or Able to attend meetings across the Service.	Essential	Application

Job Description last updated: **October 2026**