

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	XVR Operator/Designer (and Command Exercise Role Player)		
Post Reference		Temporary/Permanent	2-year fixed term contract
Grade	3	Hours	18 hours per week
Reports to	WM Incident Command		
Line Management Responsibilities (Direct and Indirect)	None		
Directorate/ Department	Learning and Development - HR		
Location	Whitely Wood Training Centre		
Politically Restricted	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
Level of DBS Check Required	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Safeguarding Level Required	<input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2		

Main Purpose of the Job

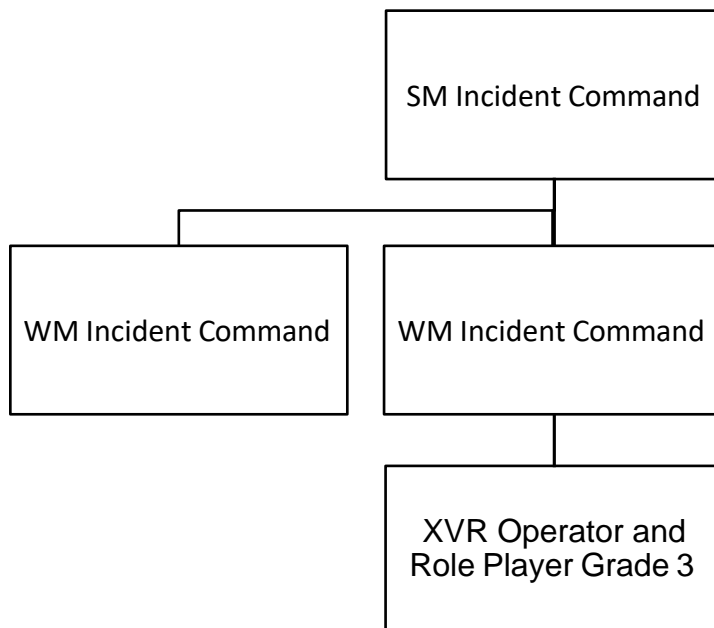
Reporting to Watch Manager Incident Command, the main purpose of this role is to develop incident command training scenarios in the XVR system.

The role will also require operation of the XVR command training system in support of trainers and assessors and so learners have the best development opportunity.

There may also be a requirement to undertake occasional roleplaying roles in incident command exercises and assessments to help build a realistic training environment.

This is an internal facing role with the post holder working with the Learning and Development Team. The role is primarily based at our Training Centre in Whitely Wood but you may be required to work at other RBFRS locations. You will be flexible and proactive in supporting delivery of excellent training, development and assessment opportunities and creating a positive learning environment.

Organisational Structure



Key Responsibilities and Deliverables:

Become highly proficient in the XVR Incident Command Training system.

Develop incident command training scenarios in response to needs defined by the Incident Command training team.

Work with other UK XVR users (directly or through user groups) to increase and share the pool of scenarios available for the service and partner services.

Maintain a log of available incident command scenarios that can be accessed and utilised.

Maintain an effective on-going relationship with the XVR provider to ensure XVR system updates or hardware developments are implemented correctly and in a timely manner

Where necessary attend or take part in XVR user groups to shape product development and inform on RBFRS needs.

Communicate, demonstrate and familiarise the ICS training team and XVR Drivers on new developments of the XVR system and new scenarios.

Support testing, maintenance and development of XVR system and scenarios.

Support XVR drivers in maintaining familiarity with the XVR system.

Prepare and maintain the XVR system in readiness for Incident Command training and assessment events.

Support instructors and assessors to facilitate smooth running of incident command training and assessments.

When undertaking XVR driving, monitor exercise pace and timing of injects in response to direction and to meet needs of learners.

Store any electronic records generated through the HR system securely and in line with Service guidance and policy

Occasionally undertake simple role playing in support of command exercises (e.g. police officer, paramedic, environment agency officer). This will be directed by Incident Command Trainers and supported by simple written briefs.

Carry out requests from Watch Manager Incident Command in line with role map or job profile and which support operational training activities of the L&D department. E.g. role playing in life exercises or supporting provision of resources ahead of a learning event.

Person Specification

Qualifications and training	On recruitment	After Training
XVR command simulation designer and operator		X

Knowledge, skills and experience	On recruitment	After Training
Good ICT Skills, experience and ability to use electronic systems	X	
Good ICT skills to support maintenance and creation of scenarios in the XVR command simulation tool		X
Computer literacy (Word, Excel, Outlook, PowerPoint)	X	
Communication skills – able to deliver information effectively to a range of audiences, both written and verbally.	X	
Experience of an emergency services operational or command environment		X
Have a working understanding of fire service operational procedures and command structures.		X
Practical understanding of the type of operational incidents FRS encounter.		X
Awareness of the operational training function within RBFRS		X
Working knowledge of Incident Command National Operational		X

Guidance and supporting materials		
Knowledge of the principles of learning and development e.g. design, assessment, assessing needs and evaluation.		X
Have a basic understanding of National Operational Guidance (NOG) for incident command and it's impacts on operational training		X
Good interpersonal skills, able to clearly express oneself and engage		X

Other Requirements

Ability to travel to other locations within the county of Berkshire

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Yourself**

Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

Leading Others (Behaviours for those who Manage/Influence Others)

Safe	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
Supportive	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
Inclusive	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.

Leading the Service (Behaviours for those in Senior Management Positions)

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Safe	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
Supportive	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
Inclusive	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

Profile prepared by:	Steve Foye		
Approved by:	Becci Jefferies, Head of HR and Learning and Development		
Profile Effective from:	28/05/25	Last reviewed:	28/05/25
Post holder name:		Signature:	
		Date:	