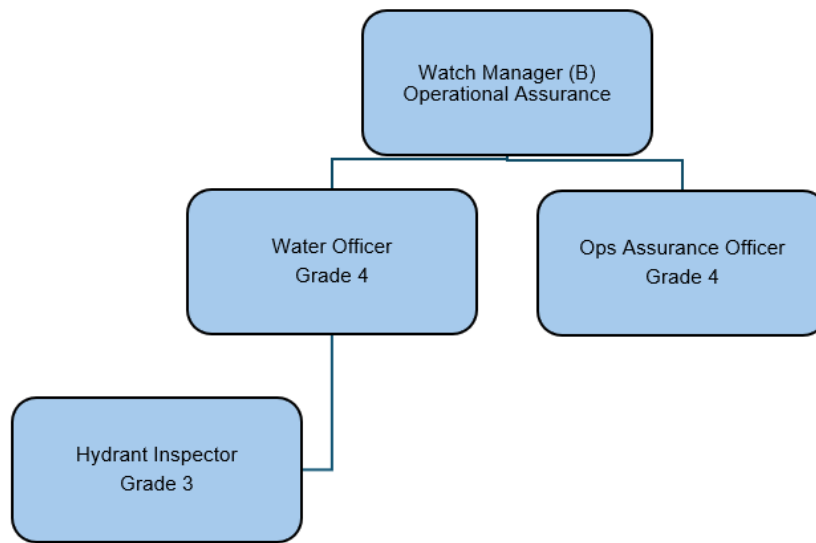


<b>Job Title</b>	<b>Water Officer</b>		
<b>Post Reference</b>	SD WO	<b>Temporary/Permanent</b>	Temp
<b>Grade</b>	4	<b>Hours</b>	14.8hrs per week
<b>Reports to</b>	Watch Manager Operational Learning and Support		
<b>Line Management Responsibilities</b> (Direct and Indirect)	1 direct report – see organisation chart		
<b>Directorate/ Department</b>	RR&S		
<b>Location</b>	Service Headquarters		
<b>Politically Restricted</b>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		
<b>Safeguarding Level Required</b>	<input checked="" type="checkbox"/> <b>Level 1</b> <input type="checkbox"/> <b>Level 2</b>		
<b>Main Purpose of the Job</b>  <p>To ensure that the Service has access to an adequate supply of water for firefighting when required and is therefore able to discharge its obligations under the Fire and Rescue Services Act 2004</p> <p>To manage and continually monitor the routine inspection, testing and repair of fire hydrants and water supplies by the Service's Hydrant Inspectors within the County of Royal Berkshire, in accordance with the relevant British Standards and/or Codes of Practice/best practice</p>			

## Organisational Structure



## Key Responsibilities and Deliverables:

- To manage and continually monitor the routine inspection, testing and repair of fire hydrants and water supplies by the Service's Hydrant Inspectors
- Responsible for the day to day management of the hydrant maintenance budget
- To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information
- To represent RBFRS at water and fire hydrant-related meetings and conferences, at both a national and regional level, as required
- To effectively manage the Hydrant Inspector and ensure the provision of services within the department/function are in line with Service needs
- Provide resilience, where required, for the processes undertaken by the Response and Resilience Support department
- Liaise and negotiate with Water Companies and other external organisations in respect of contractual and working arrangements to maintain safe and efficient access to water supplies including fire hydrants
- Assess the requirements for the provision of fire hydrants following receipt of notification from the Water Company and/or Local Authority about known or proposed works that may affect water supplies for firefighting purposes. This includes the assessment of 'water schemes' submitted by means of proposed plans/drawings by the Water Company or developer
- To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function
- Programming, arranging and monitoring of the installation, repair and maintenance of fire hydrants by the most economic, effective and efficient means within the RBFRS hydrant budget

- The continual maintenance of the SC-Capture database to provide current data and maintenance history for fire hydrants and water supplies throughout the county, informing both operational risk information systems and performance targets
- To represent the Water Officer function, as appropriate, at NFCC meetings and other water user groups eg: Consumer Council for Water at both a national and regional level; and on working parties and user groups regarding water supply-related matters within Royal Berkshire, the Thames Valley and beyond
- Build working relationships with RRS colleagues to develop mutual support between different functions
- Attend meetings as required, within RBFRS and with external partners as required and on agreement with GM RRS or Watch Manager OA.
- Provide line management and support to the hydrant inspector

## Person Specification

Qualifications and training	On recruitment	After Training
Current EU Driving License	X	
Educated to GCSE level (English and Maths) Grade 'C' and above – or equivalent.	X	
IOSH Managing health and safety or equivalent		X
Signing, lighting and guarding to comply with New Roads and Street Work Act or suitable equivalent		X

Knowledge, skills and experience	On recruitment	After Training
Ability to make sound decisions, recognising their wider impact	X	
Able to cultivate and maintain effective professional working relationships with a wide range of people including internal and external stakeholders based on trust, confidentiality and mutual respect.	X	
Ability to prioritise and ensure timely delivery of quality outcomes and work product	X	
Ability to communicate to a good standard, through multiple means, producing information in a range of formats to suit a diverse audience	X	
Technical knowledge regarding the processes involved in the repair and maintenance of fire hydrants, formulation of Service response to Water Scheme consultations, etc. with the ability to interpret scale drawing plans of buildings and sites		X

	On recruitment	After Training
Ability to prioritise workloads and enquiries from a range of internal and external customers	X	
Good level of IT literacy	X	
Ability to work with a range of customers and colleagues	X	
Demonstrable experience of co-ordinating, collating and managing information appropriately	X	
Understanding of the processes underpinning the estimation of water supply requirements and availability		X
Experience of computer systems including Microsoft Office, particularly email and databases with a view of learning to update the Service's fire hydrant software database (SC Capture)		X
Knowledge of managing budgets/procurement and financial awareness and statutory responsibilities		X
General knowledge of fire service policies and procedures		X
Awareness of fire service operations		X
Awareness of the potential for political sensitivities around water use and supply		X
Able to work under own initiative, make appropriate decisions and create practical solutions with regard to the Operational Assurance processes	X	
Commitment to high professional standards including the electronic management of relevant documents in line with Service policy and procedures, and Data Protection (GDPR) requirements		X
Ability to maintain and develop a range of business processes, procedures and systems to promote efficiency and effectiveness that drives continuous improvement	X	
Able to demonstrate the awareness/understanding of Health & Safety in the workplace	X	
Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others	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.

Prepared to undertake specific training as a part of the induction process to develop understanding of the Fire and Rescue Service

### 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)

<b>Safe</b>	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.
<b>Supportive</b>	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.
<b>Inclusive</b>	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)

<b>Safe</b>	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.
<b>Supportive</b>	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.
<b>Inclusive</b>	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)

<b>Safe</b>	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.
<b>Supportive</b>	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.
<b>Inclusive</b>	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.

<b>Profile prepared by:</b>	Group Manager Response and Resilience Support		
<b>Approved by:</b>	Area Manager Collaboration and Policy		
<b>Profile Effective from:</b>		<b>Last reviewed:</b>	
<b>Post holder name:</b>		<b>Signature</b>	
		<b>Date</b>	