



Roles and Responsibilities

Successful applicants will spend time with different departments at RBFRS Headquarters, Calcot, Reading as well as time at Fire Stations across the county.

The list below is an example of the departments applicants will be placed on a rotational basis (two weeks with two departments and one week spent visiting Fire Stations across Berkshire).

Please note applicants will be notified the final list of departments prior to the advertised start date of the scheme and we will do our best to match interns to the departments that they have the most interest in.

Department	Possible Tasks
Safety Education This team is responsible for educating, providing support and raising awareness to children and young people throughout Berkshire. By providing interactive engagement via various interventions, we aim to reduce risk to children, young people, their families and firefighters to provide an overall safer community with regards to fire, water and road safety.	Assisting with creating and making educational resources for children, young people and adults. Assisting with special educational needs resources. Assisting with creating Volunteer resources (different languages/guidance packs). Completing a kit itinerary for the Fire Cadet programme in between cohorts and units with the Fire Cadet Lead. Helping to design a children and young people safeguarding training.
Business Support and Programme Office Business Support is responsible for providing strategic support to the Senior Leadership Team, Protection and Prevention as well as general support across the organisation. Programme Office supports the planning, delivery and evaluation of a range of projects across the organisation.	Administrative Tasks: Create documents, take stock, order stationary, and maintain office supplies. Meeting Assistance: Set up meeting rooms, create agendas, take minutes and maintain A&D logs. Support Services: Assist the team with answering enquiries, support internal and external communications, and assist with data entry. Event Planning: Assist in organising events, participating in Project Team meetings, and conducting research for future events.



	<p>Complete research and analysis of information to help with consultation and surveys.</p> <p>Create templates to support our project process</p> <p>Support Project Manager with their project planning, by attending meetings and tracking of actions using Excel and MS 365 and produce process maps.</p>
Communications and Engagement This team is responsible for communicating with colleagues across organisations and with our communities, particularly via the media and social media.	<p>Liaise with the media dealing with queries and supporting requests for data, pictures and information in a timely manner.</p> <p>Support the Service's social media presence, including the sourcing and frequent updating of content, monitoring of activity, evaluating impact and dealing with any customer enquiries.</p> <p>Monitor incidents and draft media statements.</p> <p>Produce content for the Service's internal magazine, intranet and external website.</p> <p>Editing of videos and projects.</p>
Capital Projects and Facilities The Capital Projects team is responsible for supporting, planning, delivering, and evaluating projects including new builds and refurbishment of the Estate buildings and delivery of the RBFRS Sustainability Strategy. The Facilities Team is responsible for maintaining secure, safe and functional working environment within the RBFRS estates portfolio.	<p>Accompanied site visits to RBFRS stations and properties and attendance at project and team meetings.</p> <p>Assisting with administrative tasks including diary coordination (for meetings, site visits, contractor discussions),</p> <p>Obtaining quotes from contractors and general email correspondence with internal and external project stakeholders.</p> <p>Assistance with project planning, project management and project comms.</p> <p>Meet and greet internal/ external clients, supporting with incoming and outgoing post.</p> <p>Room Management: Meeting Room bookings, catering orders.</p> <p>Triage of incoming defects from all stations and HQ and sending to contract and accompany the</p>



	<p>maintenance or facilities team when attending sites repairing defects.</p>
Business Information and Systems (ICT) The ICT Team is responsible for the supply and maintenance of all IT hardware and software. The core servers and cloud-based environment. ICT supports Thames Valley Control, radios for use at incidents.	<p>Setup and supply PC's and laptops to users.</p> <p>Setup and support all multimedia screens in meeting rooms and offices.</p> <p>Setup, maintain and supply mobile phones and security protect devices with updates and software.</p> <p>Install computer systems into fire appliances and command vehicles.</p> <p>Support the maintenance and installation of station end equipment for station mobilising.</p> <p>Set up meeting room multimedia screens for Fire authority meetings.</p> <p>Repair or replace radios systems on stations or fire appliances.</p> <p>Use helpdesk system to identify faults and their location and allocate as work to technicians.</p> <p>Use and setup Starlink satellite system.</p>
Fleet and Equipment The Fleet and Equipment Team is responsible for the asset management framework and oversees all equipment and vehicles across the service.	<p>Assist with the ongoing introduction of the asset management system for fire service operational equipment.</p> <p>Work alongside the asset management co-ordinator to input data into internal systems and assign bar coding for the operational equipment on our frontline appliances.</p> <p>Working on location where the appliances are housed to mark and identify the equipment required and cross reference with internal records.</p> <p>Support with maintenance inspections and servicing of vehicles and equipment.</p>
Operational Support Improvement Team The Operational Support and Improvement Team is responsible	<p>Administrative tasks regarding crewing, placements, transfers, and promotions of firefighters – update records to assist with crewing, creating offer letters, completing</p>



<p>for Wholetime Firefighter, On-call Firefighter and Flexi-Duty Officer resource management and managing firefighter placements, transfers, and promotions. Whilst being involved in range of project work across the Service.</p>	<p>moves via starters, leavers, moves App and updating internal records.</p> <p>Supporting in meetings - taking notes/ minutes and updating relevant A&D logs.</p> <p>Support in monitoring email and queries, monitoring operational support inbox (general queries, fire appliance delays & Exercise planning)</p> <p>Assist and support the team with reporting writing and data analysis of firefighter availability.</p>
<p>Health, Safety and Wellbeing</p> <p>The health safety and wellbeing team is responsible for supporting staff, preventing harm and ensuring legal compliance and managing risk. They are also responsible for the health and fitness of staff.</p>	<p>Support the delivery of the health, safety and wellbeing action plan.</p> <p>Support the fitness testing for operational staff.</p> <p>Analyse data relating to sickness absence and help develop initiatives to reduce absence.</p> <p>Prepare communication materials related to health, safety and wellbeing.</p> <p>Undertake research and analysis on specific health and safety issues.</p>

ROYAL BERKSHIRE **FIRE AND RESCUE SERVICE**

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