# Recruitment Information Pack

SCOTTISH FIRE AND RESCUE SERVICE
Working together for a safer Scotland

# FLEET SUPPORT ADMINISTRATOR

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| **VACANCY REF:** | **SFRS02851** |
| **CONTRACT STATUS:** | **Permanent** |
| **GRADE:** | **2** |
| **LOCATION:** | **West Asset Resource Centre, Cambuslang** |
| **DEPARTMENT:** | **Asset Management, Finance, Digital and Infrastructure** |
| **SALARY:** | **£26,634 - £27,736** |
| **HOURS: SFRS02851** | **35** |
| **CLOSING DATE:** | **15 December 2026** |

**The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.**

**The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.**

**If you have any further questions, please contact the People Services Resourcing Team by email SFRS.PODVacancies@firescotland.gov.uk.**

we value Safety no 1 · we value Teamwork · we value Respect · we value Innovation

Stonewall DIVERSITY CHAMPION SCOTLAND · CARER POSITIVE Employer in Scotland ENGAGED · happy to talk flexible working · disability confident EMPLOYER

mind | MENTAL HEALTH AT WORK COMMITMENT | Blue Light Together

# THE SCOTTISH FIRE AND RESCUE SERVICE

The Service was established on 1 April 2013, bringing together the collective skills and experience from across Scotland's previous eight Fire and Rescue Services.

Now, as national organisation we deliver our front-line services locally across the 3 Service Delivery Areas (SDA's) in the North, East and West of Scotland. More information about the SDA's, including maps showing area coverage, can be found by clicking on the link detailed below:

Service Delivery Areas

As well as front-line Service Delivery roles, our uniformed roles can span into Directorate functions such as Training Safety and Assurance, People Communications and Engagement, and Prevention.

Our high service standards have demanded an ever-increasing commitment to development and our uniformed colleagues continue to be amongst the best equipped and most highly trained in the world.

## BENEFITS

A career in the SFRS is wide and varied. As well as excellent learning opportunities, working with us you can expect:

- A rewarding, varied career
- A competitive salary and attractive pension scheme
- A range of excellent family friendly policies including those that promote a work life balance
- Excellent training, development and career progression opportunities
- Generous leave entitlement that increases with service
- Wide range of employee benefits available to you and your family including the Firefighters charity/Family Support Trust
- Access to gym facilities and health and wellbeing services and advice
- The potential to work in widely diverse workplaces and locations across Scotland
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

**By working together and delivering on the aims of reform, we will reduce the risk to our communities and make Scotland a safer place**

# SCOTTISH FIRE AND RESCUE SERVICE

# JOB DESCRIPTION

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| **JOB TITLE:** | **Fleet Support Administrator** | | |
| **DEPARTMENT:** | **Asset Management** | | |
| **RESPONSIBLE TO:** | **Regional Workshop Manager/Fleet Systsmes Manager** | **GRADE:** | 2 |
| | | **JOB FAMILY:** | Admin Level 2 |

*Please note that this job description is indicative of the nature and level of responsibilities associated with this role and is not intended to be exhaustive.*

## ROLE OVERVIEW

To provide a full clerical and administrative support service within the Scottish Fire and Rescue Fleet Support Service.

## FUNCTIONAL RESPONSIBILITIES / KEY TASKS

- To collate information/data for the preparation and production of corporate documentation
- To maintain Tranman data system to ensure up to date information is available to the fleet stakeholders at all times
- To provide a clerical support service to the Fleet Section within the Scottish Fire and Rescue Service
- To Collate and provide sickness absence and Holiday procedures
- To maintain confidentiality in accordance with data protection legislation
- To carry out typing duties/data input as required using a variety of software packages
- To provide a full administrative support service such as booking meeting rooms, photocopying, faxing and laminating documents
- To undertake reception duties for relevant departments and to the general public
- To prepare and upload documents onto SFSR data bases
- To open and distribute incoming mail and process outgoing mail
- To maintain and update filing systems including computerised systems
- To attend meetings in a minute taking capacity and then prepare and distribute completed minutes
- To monitor and maintain stationery supplies essential to the running of the department
- To monitor email enquiries from the general public and respond as appropriate
- To respond to departmental specific telephone enquiries
- To undertake project work to support departmental objectives
- To undertake input and data collection for Fleet Support
- To provide and maintain excel data spread sheets containing Fleet information
- To provide any other duties in relation to the skill set of the post

## ADDITIONAL INFORMATION

### Essential Criteria

- Maintain databases via Microsoft Office packages e.g. Excel & Office
- Be able to demonstrate word processing experience i.e. typing letters/reports

### Desirable Criteria

- NC in relevant discipline
- Working knowledge of ERP systems (e.g. I-trent, E-Financials etc)
- Ability to administer information relating to Payroll issues
- Relevant experience within a busy office environment
- Switchboard/reception experience

## GENERAL RESPONSIBILITIES

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations Acceptable Use Policy and Handbook.

# TERMS AND CONDITIONS

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| **JOB TITLE** | **Fleet Support Administrator**<br>**Finance, Digital and Infrastructure** |
| **LOCATION** | **West Asset Resource Centre, Westburn Farm Road, Cambuslang, Glasgow, G72 7UB** |
| **CONTRACT STATUS** | **Permanent** |

**HOURS OF WORK**

This is a full-time post however applications from individuals seeking to work on a part time, job share, or flexible working basis would be considered.

The standard working week for support staff posts is 35 hours.

The standard work pattern for support staff is as follows;

Monday – Thursday 0845 – 1645
Friday 0845 – 1530

There is a 45 minute unpaid lunch per day.

In order to maintain service delivery until 1645 on Fridays, your work pattern may be adjusted locally to provide this cover within your Directorate or Section. This arrangement is based on any rota applicable within your workplace.

**PAY**

The salary range for this role is £26,634 - £27,736.

Salary on appointment will normally be on the bottom point of the salary scale, with progression subject to regular review in line with the SFRS performance appraisal arrangements. A higher salary placing will be considered in exceptional circumstances subject to experience demonstrated.

Your salary will be paid monthly, directly into your bank account. Salaries are paid on the second last day of each calendar month unless this falls on the weekend, in which case it will be paid on the Friday.

**PENSION**

This post is pensionable.

His Majesty's Revenue & Customs have set limits on the tax relief on your pension. Where your pension entitlements increase and these exceed the tax relief limits set, you will have to pay tax on the excess. There are two thresholds to be aware of. One of which is known as the Annual Allowance (AA) which permits a maximum increase in the value of your pension in a given year. The other is the Lifetime Allowance (LTA) which limits the total value of your overall pension pot. If either of these thresholds is breached, this may lead to an increased tax liability.

Applicants seeking promotion should therefore recognise the potential for any substantial increase in pensionable pay to result in an additional tax liability.

The calculation of your pension pot is subject to a complex calculation that allows for factors specific to each employee to be taken into consideration. It is therefore not possible, or appropriate, for SFRS to issue you with advice on this. All applicants are advised to take the effects of the AA or the LTA into consideration when applying for promotion.

If you are concerned that you may exceed these limits if you are successful in applying for a promotion, it is strongly recommended that you seek independent financial advice in respect of the potential impact of this upon your personal financial position.

Advice on Pensions and Taxation can also be accessed through the following links:
Tax on your Private Pension
Local Government Pension Scheme

**ANNUAL LEAVE**

The standard annual leave entitlement for full time employees is 28 days, rising to 34 days after 5 years continuous service. Additional leave will commence in the leave year following completion of 5 years' service.

**PUBLIC HOLIDAYS**

There are 6 fixed public holidays, designated by the SFRS for support staff.

# THE SELECTION PROCESS

**ONLINE APPLICATION**

Please ensure that you complete the on-line application as fully as you can. It is important that you demonstrate how you meet the essential and desirable criteria outlined within the Job Description.

**SHORTLISTING & INTERVIEW**

Hiring Managers have autonomy to conduct selection processes and interviews for this role as they feel appropriate, linked to the needs/requirements of the role and how important our culture is within the Scottish Fire and Rescue Service. This may be competency-based and include a discussion on your CV and the role applied for. To help you perform at your best during our selection process, you should review the behaviours and expectations outlined in the Job Description and reflect on how you have demonstrated these in your previous roles. In particular, we encourage you to reflect on how your experience aligns with the Scottish Fire and Rescue Service values of Safety, Teamwork, Respect and Innovation in your day-to-day work as these values underpin everything we do and are central to effective performance within the Service. Preparing thoughtful, well-evidenced examples in advance will help you present yourself confidently and effectively throughout the selection process.

**ROLE SPECIFIC ASSESSMENT**

The SFRS endeavor to identify and select the best candidate for each role and use assessment tools e.g. Psychometric tests or practical exercises such as presentations or a written exercise, to offer further objective information about a candidates' abilities in relation to the role applied for.

The tests give a measure of your strengths/limitations. Research has shown that people who do well in these tests go on to do well in the job itself.

For further help and preparation tips relating to psychometric tests, you can click on the following link, where you will be able to practice different types of ability and personality tests; Practice Tests. Alternatively, you can do a Google search for different types of tests.

As you progress through the selection process, you will receive more detail about any tests you may be asked to complete.

**OFFER**

If successful we will issue an offer of appointment. The offer of appointment will be conditional and subject to the following pre-employment checks: -

→ Confirmation of Right to Work in the UK

In line with the Immigration, Asylum & Nationality Act 2006, all candidates applying for SFRS roles must be eligible to live and work in the UK. Documented evidence of eligibility will be requested from candidates as part of the selection process and will require to be checked and verified.

→ Medical

Candidates are either requested to attend a pre-employment medical examination or complete a pre-employment medical questionnaire; both are subject to approval from our Health and Wellbeing Team.

We expect high levels of attendance from our employees. As part of the medical process we ask you to provide details of your attendance at work in the previous year. Absences of more than 10 working days may be investigated further with due consideration given to the timescales and reasons for these absences.

→ Receipt of satisfactory references.
When completing the application form, you will be asked to include details of two referees. We recommend that you obtain the approval of any individual whose details you input into this section. If we do not receive references timeously this may affect your start date and appointment with the SFRS.

The referees should be two individuals who have known you for at least 12 months and who know you in a work capacity or can comment on your ability to carry out the role applied for. At least one of these should be from your current employer, where possible, providing you have been employed with them for a period of at least 12 months prior to submitting your application. The referees should not be related to you in any way.

Referees will not be contacted unless a formal Offer of Employment is made.

→ Criminal Record Check
Dependent on the nature of the post, it may be necessary to undertake a criminal record check. This may be a standard, enhanced or PVG disclosure. The SFRS will pay the required fees associated with the criminal record check.

Further information on the Disclosure process can be found at www.mygov.scot.

*Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.*

**DISABILITY**
The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

"Essential criteria" means you must meet the essential criteria as detailed in the advert and job description. This will be specific to each role and may include a minimum level of role/grade, relevant qualifications, skills or experience, essential to the role.

As part of the application, you will be given the opportunity to specify your disability/SpLD and outline any special requirements or reasonable adjustments you require.

As a corporate parent, SFRS have also introduced a Guaranteed Interview scheme for care experienced people. Irrespective of other criteria, such as age, the disclosure of a care experienced background would automatically move an applicant from application stage to interview stage where the candidate meets the essential criteria for the role.

**DIVERSITY MONITORING**
The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity questionnaire will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

**CARE EXPERIENCED**

'Care Experienced' includes anyone who has been or is currently in care or from a looked-after background at any stage of their life, no matter how short. This care may have been provided in one of many different settings such as in residential care, foster care, kinship care or looked after at home with a supervision requirement. Please complete our online questionnaire when applying for the post confirming if this applies to you.

**KEEPING IN TOUCH**

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.