

Job Profile

Technical Services Support Officer

Grade: 6

July 2026

About the Job

As a member of Gloucestershire Fire & Rescue Technical Services Team the post holder will provide support within all areas of the Logistics & Resources Department, and to the Vehicle Workshops Fleet Team and IT Team as and when required. The post holder will support the technical assessment, research and development, purchasing, maintenance & repair of operational equipment that our Firefighters use to keep Gloucestershire safe.

This is what we need you to do...

- Provide support for the technical assessment, procurement, maintenance, repair and disposal of Fire Service equipment and the co-ordination and promulgation of equipment evaluation and research projects being undertaken in the Service. To ensure technical guidance issued through the Fire Service or any of its standing committees or working groups are adhered to.
- Assist in the receipt, storage, record keeping and issue of operational equipment for the Service, including arranging necessary transport of equipment to and from Service

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premises and external organisations to ensure required asset management systems are accurate.

- Identify defects and faults in a range of our operational equipment and take appropriate actions for their repair or replacement. Liaise with all departments to ensure that defective equipment is repaired and/or replaced as soon as possible.
- Maintain paper & electronic records for the asset management of equipment, support equipment identification, marking and control, including testing, calibration and inspection. Provide reports when required.
- Identify and notify managers of equipment no longer safe or cost efficient to use, or uneconomical to repair and arrange its disposal after authorisation. Advise managers of the financial status of equipment procurement, repair and ensure that future equipment costs are considered to assist with effective budget management.
- Assist the IT, Fleet and R&D teams on the roll out of new equipment as procured by the Service and create and update equipment notes as necessary.
- Undertake required training courses and meetings at internal or external locations to GFRS site to maintain competence and ensure compliance with Health & Safety.
- Provide support and assist other members within the Logistics & Resources Department when necessary to ensure a high level of service is always maintained to other GFRS areas and the communities of Gloucestershire.

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- To participate in annual appraisals under Personal Development Review system to discuss performance, agree key areas of focus for the coming year and create a personal development plan.

Special Conditions

- The County Council operates a strict no smoking policy in both the workplace and County Council vehicles.
- You must display behaviours in accordance with the GFRS Workplace Charter.
- You must have a current full driving licence which is valid for driving in the UK.
- This position is subject to a standard / enhanced Criminal Record Bureau (CRB) disclosure, and you will be asked to apply for a Disclosure Certificate if you are offered the position.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

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The ideal candidate will have...

Experience

- Working without close Supervision and completing work to an acceptable standard
- Managing projects in conjunction with day-to-day work.
- Prioritising work and time management.
- Experience of operating and testing equipment, and the ability to diagnose faults.
- Ability to assemble and disassemble complex pieces of equipment.
- Experience of updating IT databases including Microsoft Excel and Word.

Knowledge, Skills and Understanding

- Have the ability to read and understand reports, documents and contracts, and to produce recommendations for consideration.
- Excellent oral and written communication abilities.
- To be able to research and investigate new ideas and concepts.

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](#)
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- Have a positive and flexible attitude to change.
- Able to work as part of a multi-disciplined team.

Education & Qualifications

Essential

- Good general standard of education particularly Maths, English and physics.
- Good computer literacy skills.
- Able to communicate clearly.
- Be competent in the use of MS Outlook, Word and Excel.

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- Have a flexible attitude to changing priorities.
- Ability to provide concise verbal and written reports.
- Able to manage projects as part of the day-to-day work.
- Demonstrate prioritisation and time management abilities.
- Develop, interpret and update spreadsheets

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