



Several vacancies may be available - multiple selections may be made

Job Title:	Emergency Vehicle Dispatcher
Location:	RAF Alconbury/Molesworth
Vacancy Number:	283077
Close Date:	Open Until Filled
Hours and Schedule:	336 hours over 8 weeks: As Rostered
Hourly Pay:	£14.40 - £19.51 (+15% shift differential)

Benefits:

- **Competitive Salary:** the starting salary for this position is £14.40 per hour +15% shift differential
- **Holiday:** Annual Leave + UK Bank holidays
- **Paid Sick Leave**
- **Pension Scheme**
- **Free On-Site Parking**
- **Employee extras such as:** Life Assurance scheme, Employee Assistance Program, Specialized Training, Developmental Opportunities, Receive time off, cash, and honorary awards for significant contributions

Job Description

The primary purpose of this position is to provide emergency police, fire, and medical services to the public by answering emergency 911 calls and dispatching appropriate personnel and equipment. You will maintain accurate awareness of all emergency response equipment and personnel to ensure a prompt and accurate response. This equipment includes police, firefighting, hazardous materials, wild land firefighting, technical rescue and ambulance services and other core and non-core services.

Duties include: Providing emergency 911 call taking and dispatching services, maintaining maps, checklists and charts, including automated programs, operating and maintaining telephones, automated data processing equipment, printers, recorders, facsimile equipment, and other devices installed in the dispatch center, and preparing and maintaining reports and records relating to emergency responses.

These duties are performed at both at RAF Alconbury and RAF Molesworth.

Qualifications and Key skills

A valid UK Driving license (Category B), plus

One year of specialized experience clearly demonstrating the key skills indicated below.

- Knowledge of communications operations, including trunked radio systems and frequency patching.
- Knowledge in office automation software for complex document production, database management, and cross-platform software integration.
- Knowledge of location and availability of vehicle fleet, the type of apparatus and equipment needed for the emergency at hand, and a basic knowledge of firefighting techniques and terminology.
- Ability to communicate clearly while maintaining a calm, stable demeanor during emergency situations. Full proficiency in English listening, speaking, and written communication.
- Ability to execute missions and manage responsibilities effectively without immediate supervision

You must be certified within 12 months of hire by the DoD Firefighter Certification system as Telecommunicator I, Telecommunicator II, and Hazmat Awareness.. Failure or inability to obtain the required certification within the 12-month period will result in separation from the position.

Other Significant facts

- You will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules and regulations.
- This position is coded as mission essential. You may be required to report for duty at normal times when the base is closed or delayed reporting and remain on duty during phased or early release.
- You may be required to travel by military and/or civilian aircraft, and you may also be required to travel to the US or other country, in the performance of official duties or attend necessary training.
- You will be required to complete a 6-month probationary period.
- Overtime may be required and you may be assigned other duties not included in this position description, but that are appropriate to the grade and skill set of the incumbent. You may be required to change shifts with minimal notice on occasion to cover intended or unintended absences. The schedule will be determined by the ECC Supervisor and/or management and may not always be consistent. You may be recalled to duty, to include during practice readiness exercises and accountability testing.
- The Local National Direct Hire (LNDH) Program does not participate in regular drug testing; however, positions covered by this document may be subject to drug testing upon reasonable suspicion of substance abuse, and safety mishap or accident test

NOTE: You will require a security clearance and a right to work in the UK

This position may have certain restrictions on US citizens including US dual nationals due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

LNDH Application: <https://forms.osi.apps.mil/r/HiHn37upJw>

Supporting Documents to be submitted via email to 100fss.fsmc6@us.af.mil

