Shropshire
Fire and Rescue Service

Job Description

Post	Prevention Officer	**Post No**	CCOMSA061
Specialism	Vulnerable Groups	**Line Manager**	Prevention Team Leader
Directorate	Prevention and Protection	**Section**	Prevention
Scale	Grade 6	**Location**	Shrewsbury HQ
Hours	37 per week	**Status of Post**	Permanent

The post is exempt from the Rehabilitation of Offenders Act 1974 and as such applicants who are appointed to this post will be subject to a DBS check before the appointments are confirmed. Checks will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Convictions will not necessarily be a bar to obtaining a position.

1 Job Purpose

1.1 Through careful analysis of fires, fire injuries and fire deaths, Shropshire Fire and Rescue Service has identified certain groups, communities and individuals as being at greater risk from fire than others. Amongst these are:

a) The elderly (in particular those living alone).

b) Children and young people

c) Black and ethnic minorities (BAME).

d) The disabled and those with long term debilitating illness.

e) Persons with learning disabilities.

f) Persons with drink and drug addictions.

g) Persons with mental ill health and/or poor wellbeing.

h) Persons living with cognitive impairment

i) Persons from disadvantaged communities and socially deprived areas.

This list is not intended to be definitive, and our process of continual monitoring and analysis will inevitably add to those who are both more likely to suffer a fire, and more likely to suffer serious injury or death as a consequence.

1.2 The post holder, reporting to the Prevention Team Leader will develop links with ‘At Risk Groups’ and co-ordinate the activities of the Service as they relate to such

people in the community. The post holder will play a key role in the development of safety promotion and educational programmes for ‘At Risk Groups’, initiating activities to improve their protection from fire, and working towards the sustainability of safety within those groups.

2 Major Tasks

2.1 To support and further develop the existing framework of activities for reducing the vulnerability of the ‘at risk group’, providing direct support where appropriate. Seeking new opportunities through working in collaboration with other Fire and Rescue Services and in partnership with other organisations.

2.2 To advise the Prevention Team Leader and Prevention Manager of issues relevant to protecting the ‘at risk groups’.

2.3 To advise, support and where appropriate undertake the work of reviewing and developing policy, procedures and practices for promoting a safer community amongst ‘at risk groups’.

2.4 To carry out Safe and Well visits in vulnerable people’s homes in line with service policies and procedures.

2.5 To identify and develop further partnerships with suitable agencies who may assist us in reducing the vulnerability of the ‘at risk groups’. Similarly identifying how SFRS can reciprocate where appropriate by integrating activities within our day to day functions which might support the aims and objectives of our partners.

2.6 To attend and support the multiagency disciplinary team meetings (MDT) to provide a professional opinion based on the individuals risk from fire.

2.7 To support the coordination of the Fire Intervention Programme (I – Learn).

2.8 To develop protocols that enable data and intelligence sharing between agencies

2.9 To lead on specific Prevention campaigns in designing, delivering and evaluation. This will include the use of the latest Social Media platforms as well as the traditional media outlets. Part of this role will need you to be able to conduct a radio interview.

2.10 To work effectively with other Officers dedicated to reducing the risk to our communities, this will include both the Prevention and Protection team.

2.11 To identify and secure funding streams to support our activities for reducing the vulnerability of the ‘at risk groups’.

2.12 To support other Prevention activities (including those which are immediately outside the scope of the at risk reference).

2.13 To undertake projects and research work, and to prepare reports (including statistical analysis) and to participate in working groups as directed by the Prevention Team Leader.

2.14 To create and deliver Prevention training, in accordance with Service training policies, to operational personnel.

2.15 To create and deliver talks and lectures to outside organisations and bodies as and when required.

2.16 To create and design literature and resources to support prevention activities

2.17 To support station personnel to carry out prevention activities in their communities.

2.18 To carry out quality assurance and evaluation on prevention activities.

2.19 To represent the Service at meetings with external organisations, maintaining effective liaison and working alongside those organisations in relation to Prevention matters in the home.

2.20 To ensure that an effective and appropriate service is delivered equally to all groups within the community.

3 Other Tasks

3.1 To ensure that the Brigade policies on equality and diversity at work are implemented, monitored and adhered to at all times, in order to achieve a working environment that promotes equality and diversity. Be sensitive to the feelings and needs of others.

3.2 To support the organisation in embedding the 'core values', strategic aims and corporate objectives.

3.3 To ensure all duties are carried out in accordance with the Authority's IT Security Policy.

3.4 To comply with the Health and Safety responsibilities set out in Appendix A to this job description.

3.5 To assist in the implementation of the Authority's Service Plan and in the achievement of the objectives for the Authority as a whole.

3.6 Ensuring information is securely maintained and treated confidentially in accordance with Service policy, the Data Protection Act and other Information Acts.

3.7 To make an effective contribution to the corporate aims of the Fire Authority.

3.8 Maintain proper administrative procedures and records in accordance with Service policy, orders and instructions including documenting and recording work activity.

3.9 Ensure that any defect of Service premises, accommodation, furnishings, vehicles fixtures and fittings are reported in accordance with specified procedures.

3.10 To become involved in and to respond effectively to the changing requirements of the Authority such as the increased use of Social Media.

3.11 To carry out such other duties as may be directed, commensurate with the grading of the post.

4 Analysis of Performance Requirements and Conditions

4.1 Contacts

In Own Section
Contact is made with all members of the Prevention team on a daily basis for the giving and receiving of advice on Prevention and 'At Risk Groups' Management work carried out by the post holder and linking with Local Authority, Health and Police partners as well as voluntary groups where necessary.

Elsewhere in the Service
Contact is made on a regular basis with service personnel for obtaining information and giving advice on Prevention activity and 'At Risk Group' Management.

Outside the Authority
There will be regular contact with other Services, other agencies, Crime and Disorder Groups, Forums for 'At Risk Groups', Age Concern, DAAT, and other agencies and organisations that may provide useful contact to enable the Authority to meet its aims and objectives.

4.2 Decisions and Recommendations Made

The post holder will be expected to use judgement and take responsible actions when making decisions relevant to the duties of the post.

4.3 Supervision Received

The post holder is directly responsible to the Prevention Team Leader.

The post holder must have the ability to plan and work on his/her own initiative, within the general programme and workload set by the Prevention Team Leader, subject to specific advice and guidance when required.

4.4 Supervisory Responsibility

The post holder has no responsibility for other staff.

5 Complexity

5.1 Ability to demonstrate a thorough working knowledge of, and the ability to, explain the practical interpretation of issues associated with Prevention activities and 'At Risk Group' programmes.

5.2 Ability to demonstrate a clear understanding of the process of change within an organisation.

5.3 There is a close involvement with computer systems input, interrogation and analysis and network applications is use within the Service. Therefore, an understanding of computer systems and computer technology is preferable. This will include use of smart phone and tablet technology and the ability to utilise approved social media outputs is an integral part of the post holder's duties as we advance into a more digital age.

6 Job Overview

6.1 **Knowledge and Skills**

a) The post is one requiring analytical, problem solving or creative skills.

b) The post holder must be able to work on his/her own initiative.

c) The post holder must be able to provide solutions.

7 Status of job description

7.1 Reviewed - September 2022

Safety Responsibilities Appendix A

Individual Employees

- Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or personal protective equipment (PPE) in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety instruction or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of their supervisor/manager any hazard or perceived shortcoming in our safety arrangements.
- Every employee must report any near miss, accident or dangerous occurrence that they witness or are involved in.
- All employees must co-operate with their employer to ensure legal requirements are met and the highest standards of safety management are maintained.
- Every employee must observe correct manual handling techniques when lifting carrying or moving a load.
- Every employee must follow the Brigade General Health and Safety Rules.

Person Specification

	Essential	Desirable	Method of Assessment
Qualifications (or equivalent skills)	• Must have 4 GCSE's grade A-C or equivalent	• Mental Health qualification	Application form
Experience	• Proven experience of working with 'At Risk Groups' • Experience of presenting lectures and undertaking public education activities • Experience of working with and supporting multi agency projects • Have experience in developing and working with external partnerships	• Experience in analysing data and formulating reports • Evidence of delivery of **medium** scale projects • Experience of evaluating activities and recommending improvements	Application form Interview
Skills	• Must have good written and verbal communication skills • Must be able to communicate with all levels within the Service and with external agencies • Must be able to demonstrate analytical and problem solving skills • Must be able to demonstrate an understanding of the needs and lifestyles of 'At Risk Groups' • Ability to operate in an environment with competing priorities and demanding time scales • Effective presentation skills • Developed skills in the use of word processing and diary organiser software • Must have good organisation skills	• Experience of developing long term plans and strategies • Skills in use of spreadsheets and desk top publishing software	Application Form Interview Work related tests

	Essential	Desirable	Method of Assessment
Personal Qualities	• Must have enthusiasm and desire to work with 'At Risk Groups', this will include working within people's homes. • Must be able to work as part of a team • Must be able to work under own initiative within given workload and complete tasks within appropriate timescales • Must be flexible to develop along with a changing organisation • Must be able to demonstrate a commitment to continuous personal and professional development		Application form Interview
Special Factors	• Driving licence		Application form