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| **Post** | Fire Safety Inspecting Officer | **Post No** | CBUSSA040 |
| **Line Manager** | Watch Manager Fire Safety | **Location** | Headquarters, Shrewsbury |
| **Directorate** | Fire Prevention | **Section** | Business Fire Safety |
| **Scale** | Grade 7 | **Current Salary** | SCP 20 – 24 |
| **Hours** | 37 per week | **Status of Post** | Permanent |

A Fire Safety Inspecting Officer is an important member of the Community Safety Department. The role involves making a significant contribution to community safety both in enforcement of fire safety legislation and supporting community fire safety initiatives. It is important to recognise that in order to carry out the majority of these duties, a range of skills and experience is required. The basis of these skills and experience may have been gained during time spent as an operational firefighter supported by specialist training or by non-operational personnel engaged in other appropriate activities.

**1 Job Purpose**

* 1. To carry out fire safety audits/inspections and the enforcement of fire safety legislation.

1.2 To provide Community Fire Safety advice and education in line with the Brigade Strategy.

1. **Major Tasks**
   1. Carry out fire safety audits/inspections enforcing fire safety legislation as required, specifically:
2. Liaison with local authority building control officers on the provision of plans and information and queries concerning fire safety in new and altered buildings.
3. Assisting on special projects as they relate to fire safety and operational requirements.
4. Audit of premises under the Regulatory Reform (Fire Safety) Order.
5. Prepare reports and input data resulting from the above audits onto a fire safety management system.
   1. Provide fire safety advice and education to the community, giving lectures, presentations, talks and demonstrations as required.
   2. Ensure that any information obtained during the course of inspections or visits in relation to risks, water supplies, COSHH and other appropriate legislation is reported in accordance with specified procedures to operational personnel.
   3. Provide support and guidance to SFRS staff in fire safety issues.
   4. May be required for occasional weekend and evening work.
6. **Job Activities**
   1. Operate within the Service’s financial systems, procedures and other measures, which ensure that all claims for courses are correctly submitted and monies accounted for and that any claims incidental to your post are valid.
   2. Maintain proper administrative procedures and records in accordance with Service policy, orders and instructions.
   3. Ensure that any defect of Service premises, accommodation, furnishings, vehicles fixtures and fittings are reported in accordance with specified procedures.
   4. Assist with the collation of returns for statistical purposes as required by the Service.
   5. In conjunction with colleagues on operational stations, co-operate in producing contingency plans as required.
   6. Attend residential and other training courses as required as they relate to the job description.
   7. Represent the Service at national and local committees, seminars and other appropriate meetings as required and submit reports to the appropriate line manager.

# Other Tasks

4.1 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.

4.2 To support the organisation in embedding the ‘core values’, strategic aims and corporate objectives.

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

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

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

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

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

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

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

4.10 To become involved in and to respond effectively to the changing requirements of the Authority.

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

1. **Analysis of Performance Requirements and Conditions**

**5.1 Contacts**

**In Own Department**

The post holder will report to the Watch Manager Fire Safety for personal supervision and for the giving and receiving of advice on Intervention work being carried out by the team.

**Elsewhere in the Authority**

Contact is made with other service personnel for the giving and receiving of information.

**Outside the Authority**

Regular contact will be made with other agencies as necessary.

**5.2 Decisions and Recommendations Made** The post holder will be required to make decisions in accordance with established policy where judgements between limited alternatives are necessary.

**5.3 Supervision Received and Supervisory Responsibility**

The post holder will work under some supervision but does not rely on supervision for guidance except on particular problems.

The post has no supervisory responsibility for other Service personnel.

# 6 Complexity

6.1 The work generally involves the straightforward application of readily understood rules and procedures.

**7 Job Overview**

**7.1 Knowledge and Skills**

1. The post is one requiring analytical, problem solving or creative skills.
2. The post holder must be able to work on his/her own initiative.
3. The post holder must be able to provide solutions.

**7.2 Demands**

Whilst there are recognised laid-down procedures covering all main activities, the postholder is expected to deal with any unexpected problems or situations which arise.

1. **Status of job description**

8.1 May 2020

**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**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualifications (or equivalent skills) | * 4 GCSE passes at A-C (or equivalent) including English Language and Maths | * Level 4 Diploma in Fire Safety or willing to work towards in a specified timescale. * Relevant courses relating to the duties of an Auditing/Inspecting Officer * Fire Service College module courses or equivalent in fire safety | Application form  Interview |
| Experience | * Experience of IT systems including Microsoft Word and Outlook * Experience of carrying out audits/inspections * Previous experience of giving presentations and talks to groups and members of the public | * Experience of enforcement action and procedures | Application form  Interview |
| Skills | * Must be able to communicate clearly and effectively, both orally and in writing * Required to write reports and formulate written responses to various enquiries * Possess good communication and interpersonal skills, being able to talk to individuals, groups and members of the public including those from diverse backgrounds in a fair and equitable manner |  | Application  Interview |
| **Personal Qualities** | * Ability to prioritise and manage diverse workload with minimal supervision to meet deadlines in a changing environment * Demonstrate the ability to be an effective team member * Must demonstrate a committed approach to work and be motivated with a commitment to self-development and the achievement of high-quality standards |  | Application  Interview |
| **Special Factors** | * Possession of a full valid driving licence * Be able to work outside normal hours if required |  | Application form  Interview |