



Protecting local
communities

VACANCY

Job Title: Fire Safety Auditor

Hours: 37 hours per week

Salary: £24,717 - £27,394 (starting salary £24,717) (Pay Award Pending)

Location: Stockton and Hartlepool Community Hubs

Cleveland Fire Brigade is looking for a motivated individual who can contribute to the enforcement of Fire Safety policies and procedures to support our strategic goal of Safer Communities.

Key responsibilities include undertaking Fire Safety Audits, Inspections, and Statutory Consultations to support businesses in Cleveland to operate safely and discharge their responsibilities in relation to relevant legislation including the Regulatory Reform Order.

This will include supporting colleagues to undertake Fire Safety related activities, and working as part of a team involved with the serving of Legal notices and the preparation for possible prosecutions.

The successful candidate must have experience of working with the public, and must have the resilience to deal consistently and effectively with challenging situations where conflict may arise. To achieve this, candidates must be able to communicate effectively across a range of media, including both orally and in writing.

The postholder will be expected to manage their own daily activities, supported by the Intelligence manager to meet conflicting priorities and deadlines.

The successful candidate must be able to demonstrate excellent literacy, numeracy and problem solving skills, alongside the ability to operate a range of computer applications. It would be advantageous for candidates to hold or be working towards a degree in a fire engineering discipline, however this is not essential.

To download an application form and information pack visit www.clevelandfire.gov.uk, alternatively you can email recruitment@clevelandfire.gov.uk or contact the Human Resources Department on 01429 874022.

Closing Date: 17th April 2017

Assessment/Interview: 24th April 2017

Applicants who have not been contacted by 28th April 2017 should assume they have been unsuccessful.



Visit www.northeastjobs.org.uk for more vacancies within this organisation



Personal Role Profile

Role Title:	Fire Safety Auditor	Reporting To:	Intelligence Manager
Location:	District Hub	Role/Grade:	Grade F
Purpose of Role:	To carry out inspections/audits and associated Fire Engineering work, primarily within the District.		

Key Responsibilities

1. Undertake Fire Safety Audits and Inspections of Low and Medium Risk Premises, in accordance with the Brigade's Risk Based Inspection programme.
2. Undertake thematic Fire Safety Audits and Inspections of Business Premises, as directed by the District and Department Management Teams.
3. Undertake Statutory Consultations associated with Business Fire Safety, including consultation on building design submissions
4. Support District based staff to undertake inspections of Lower Risk premises, in accordance with the Brigade's Risk Based Inspection programme, including supporting and monitoring remedial actions required in such premises and Quality Assuring the work of District Based Staff.
5. Enforce the Provisions of the Regulatory Reform (Fire Safety) Order 2005, including supporting the drafting of Notices, including Prohibitions, in consultation with the Fire Engineering Department Management Team.
6. Provide advice to Business and the Public in matters relating to Fire Safety, including dealing with complaints and concerns raised by partner agencies.
7. Maintain and demonstrate Competence in the Fire Safety aspects of the Role Profile, as directed by the Intelligence Manager.
8. Attend District Management Meetings, and advise the District Management Team as to the District Risk Profile in respect of Business Safety.
9. Attend Department Management Meetings, and provide timely and accurate performance information as required
10. To wear the workwear uniform in accordance with the Dress & Appearance Policy and Procedure
11. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
12. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
13. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
14. Carry out all duties as detailed in the Brigade's Health & Safety Policy

Role Map of National Occupational Standards		Nos	Modules
Identify and report hazards and risks associated with fire in simple premises			FS1
Assess risks associated with fire in simple and complex premises and environments			FS2
Confirm and Ensure measures are in place to protect people from fire in simple and complex premises and environments			FS3
Review fire safety matters relating to existing or proposed construction			FS6
Review fire protection systems in simple and complex premises and environments			FS7
Review safety measures at locations that are regulated and or licensed			FS9
Plan and gather evidence for the purpose of fire safety regulation in simple premises			FS10
Visit simple and complex premises and environments for the purposes of fire safety regulation			FS12
Maintain Activities to Meet Requirements			WM2
Manage information for action			WM3
Take responsibility for effective performance			WM4
Investigate and report on events to inform future practice			WM6
Personal Qualities and Attributes (PQAs)			
<p>Commitment to Diversity and Integrity Promotes and manages diversity and demonstrates a fair and ethical approach in all situations</p> <p>Openness to Change Proactively supports change, seeking opportunities to promote improved organisational effectiveness</p> <p>Confidence and Resilience Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations</p> <p>Working with others Leads, involves and motivates others both within the Fire & Rescue Service and in the community</p> <p>Effective communication Communicates effectively, both orally and in writing</p> <p>Commitment to Development Committed and able to develop self, individuals and teams to improve organisational effectiveness</p> <p>Problem Solving Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements</p> <p>Situational Awareness Maintains an active awareness of the environment to promote safe and effective working</p> <p>Commitment to Excellence Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements</p> <p>Planning and implementing Creates and implements effective plans to deliver a range of organisational objectives</p>			
Signatures			
Approved by: Line Manager		Date:	
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

CLEVELAND FIRE BRIGADE

PERSONAL SPECIFICATION – FIRE SAFETY AUDITOR

	Essential	How Measured	Desirable	How Measured
Qualifications/ Attainments	<ul style="list-style-type: none"> Excellent numeracy & literacy skills Committed to continued professional development Driving licence or access to a support driver 	<ul style="list-style-type: none"> Certificates, Assessment; Certificates Certificates 	<ul style="list-style-type: none"> Hold or working towards a degree in a fire engineering discipline Previous attendance at the Fire Service College on fire safety related modules 	<ul style="list-style-type: none"> Application Form, Certificates; Application Form, Certificates;
Experience and Knowledge	<ul style="list-style-type: none"> Experience of carrying out Fire Safety Inspections, applying and supporting the enforcement of appropriate Legislation within the Regulators Code Knowledge of relevant Fire Safety and associated Safety Legislation Experience of maintaining records and handling sensitive and confidential information Knowledge of Risk Assessment / Health & Safety Procedures and determination of solutions to hazards and risks 	<ul style="list-style-type: none"> Application Form, Interview, References; Application Form, Certificates; Application Form, Interview; Interview, Assessment 	<ul style="list-style-type: none"> Experience of responding to Building Regulations Consultations in simple premises Experience of carrying out joint inspections with other Agencies 	<ul style="list-style-type: none"> Application Form, Interview, References; Interview, References
Skills and Competence	<ul style="list-style-type: none"> PC literate, familiar with IT packages particularly word, excel and powerpoint and able to work with various software Organisational skills, including ability to work with competing 	<ul style="list-style-type: none"> Interview; Application Form, Interview; 		

	<ul style="list-style-type: none"> • Ability to remain calm and focussed in challenging / threatening environments 	<ul style="list-style-type: none"> • Interview; 		
Other Requirements	<ul style="list-style-type: none"> • Commitment to Equality and Diversity • Commitment to Health & Safety. • Prepared to work in a variety of uncomfortable environments e.g. outside, non-domestic buildings, lofts 	<ul style="list-style-type: none"> • Application, Interview; • Application, Interview; • Interview; 		

CLEVELAND FIRE BRIGADE

FIRE SAFETY AUDITOR

**NATIONAL JOINT COUNCIL FOR
LOCAL GOVERNMENT SERVICES**

CONDITIONS OF SERVICE

- Role/Grade: Grade F (£24,717 - £27,394) (Pay Award Pending)
- Payment of Salary: Direct to Bank or Building Society on the 15th day of each month
- Annual Leave: 26 days rising to 31 after 5 years' continuous service
- Hours of Work: 37 hours each week (an annualised hours working scheme is in operation)
- Pension Arrangements: Career Average Local Government Pension Scheme (Optional)
- Car User Status: A pool car will be made available for business use as necessary
- Uniform: A full uniform will be provided