**TITLE OF POST: FIRE SAFETY ASSISTANT**

**GRADE: SC3 (SCP 14-17)**

**RESPONSIBLE TO: FIRE SAFETY MANAGER (SMB)**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Fire Safety Manager, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

1. **GENERAL DUTIES** 
   1. Promote the Service Vision, ‘Creating the Safest Community’.
   2. Work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
   3. Ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
   4. Maintain appropriate and robust information systems within the department.
   5. Maintain positive and effective liaison links with organisations and partners as appropriate.
   6. Ensure complete compliance with current Data Protection Legislation.
   7. Ensure relevant knowledge is up to date.
   8. Identify and recommend areas of potential improvement.
   9. Represent the function at internal and external meetings and events and take minutes when required.
   10. Support the activities of the function and diary management for line management where required.
   11. Support colleagues with their work as required.
   12. Attend internal and external training courses as necessary.
   13. Undertake any other duties as appropriate to the role.
2. **ROLE SPECIFIC DUTIES**
   1. Provide support and cover the workload of the other Fire Safety Assistants during their absence and to carry out relevant duties to ensure the services of the function are delivered efficiently.
   2. Carry out all clerical support tasks required by the function e.g. input of accurate data/information, maintenance of electronic and paper based office systems and production of all documentation using MS Office suite.
   3. Be responsible for the effective input of accurate data and information, maintaining and reporting using electronic management information systems as appropriate.
   4. Compile, complete and produce reports and statistics and other information as directed.
   5. Extract, disseminate and analyse inspection workloads to operational personnel and fire safety officers.
   6. Undertake word processing duties including the preparation and maintenance of standard letters, legal documentation and a range of other documents as required.
   7. Oversee the department filing systems including appropriate storage and disposal of paper based, electronic and confidential documentation appropriately.
   8. Be responsible for the provision of an effective diary management service, proactively undertaking regular checks, ensuring electronic diaries are maintained and appropriate actions taken.
   9. Prepare for and attend meetings, taking accurate notes, producing minutes, distributing relevant documentation and following up action points as required.
   10. Produce a monthly, quarterly and annual reports of individual inspecting officers in support of local and national indicators.
   11. Have an awareness and liaise with fire safety inspecting officers regarding protocols and procedures.
   12. Receive, receipt and process licence applications, whilst maintaining liaison with the customers and licensing officers.
   13. Receive and deal with enquiries relating to fire safety matters as appropriate
   14. Ensure the confidentiality of data and information relevant to the role.
   15. Provide support for the PAS
3. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
4. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
   2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
   3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
5. **SAFEGUARDING** 
   1. To promote the application of the Authority’s Safeguarding Policies.
6. **ENVIRONMENT STRATEGY**
   1. To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.