



Protecting local
communities

VACANCY

Job Title: Fire Safety Auditor

Duration: Fixed Term Contract for 3 months

Hours: 37 hours per week (Flexible working arrangements can be discussed)

Salary: £26,317 - £28,785 (starting salary £26,317)

Location: Middlesbrough and Redcar & Cleveland 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 post holder will be expected to manage their own daily activities, supported by the Intelligence manager to meet conflicting priorities and deadlines.

The successful applicant must, as a minimum, hold a Level 3 Certificate in Fire Safety and be able to demonstrate a commitment to continued professional development in order to attain a Level 4 Diploma. (Alternative)

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.

This position is currently based at the Middlesbrough and Redcar Community Hubs, however work outside of this district area can be accommodated.

Working at Cleveland Fire Brigade you will be joining an organisation with firm values and a strong ethos of team work.

As a member of our great team you will have access to a variety of benefits:

- Flexible working with our annualised hours system
- Membership of the Local Government career average pension scheme
- Family friendly policies to help you manage your home and work life balance
- Free access to up to date on-site gyms

- Support when you may need it from the Fire Fighters Charity
- Discounts from local and national chains / suppliers with your Blue Light Card
- 24/7 Employee Assistance line plus excellent occupational health services
- Free parking at any of our sites

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: 29th February 2020

Assessment/Interview: 6th March 2020

Applicants who have not been contacted by 13th March 2020 should assume they have been unsuccessful.



North East
Better Health
at Work Award



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



Personal Role Profile

Role Title:	Fire Safety Auditor	Reporting To:	Fire Safety Enforcement 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 Fire Engineering Department Management Team.
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 Fire Engineering Department Management Team.
8. Attend Department Management Meetings, and provide timely and accurate performance information as required
9. Your post requires that you wear a uniform. This must be worn as in accordance with the Dress & Appearance Policy and Procedure
10. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
11. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
12. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
13. Carry out all duties as detailed in the Brigade's Health & Safety Policy

Our Vision for 2018-2022 is that we have built a sustainable future and:

- Make a positive difference to the safety and quality of life of every local citizen; and the places where they live and work
- Deliver services by people who are professional, proud and passionate

Are nationally recognised as being high performing and innovative; and internationally renowned for being able to reduce risk in business, industry and the home

Cleveland Fire Brigade Values

Protect – putting safety first. Protect ourselves, the community, the organisation and the environment from all avoidable harm.

Respect – respect ourselves; our colleagues; our community; our heritage; our property; our organisation and our environment.

Improvement through learning – learning from our own and others experiences to continuously improve service delivery.

Demonstrate efficiency – doing the right things well by maximising the use of resources, being financially prudent and achieving continuous improvement.

- **Engagement** – understand and engage our communities in order to provide the most appropriate range of services to significantly contribute to improving their quality of life.

Strategic Priorities

- Safer, Stronger Communities
- A Proud, Passionate, Professional and Inclusive Workforce

Efficient Use of Resources

Personal Qualities and Attributes (PQAs)

Commitment to Diversity and Integrity Promotes and manages diversity and demonstrates a fair and ethical approach in all situations

Openness to Change Proactively supports change, seeking opportunities to promote improved organisational effectiveness

Confidence and Resilience Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations

Working with others Leads, involves and motivates others both within the Fire & Rescue Service and in the community

Effective communication Communicates effectively, both orally and in writing

Commitment to Development Committed and able to develop self, individuals and teams to improve organisational effectiveness

Problem Solving Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements

Situational Awareness Maintains an active awareness of the environment to promote safe and effective working

Commitment to Excellence Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements

Planning and implementing Creates and implements effective plans to deliver a range of organisational objectives

Signatures

Approved by: Line Manager

Agreed by: Post Holder

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 Level 4 Certificate in Fire Safety Previous attendance at the Fire Service College, or another provider, 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 	<ul style="list-style-type: none"> Interview; 		

	<p>ability to work with competing demands, forward plan and task management skills to manage workload effectively to meet organisation priorities and deadlines</p> <ul style="list-style-type: none"> • Excellent interpersonal skills, including the ability to challenge and accept challenge from both internal and external stakeholders in an appropriate manner, within a legislative framework • Problem solving skills, including the ability to gather and evaluate information from various sources and determine potential solutions • Ability to communicate complex information to various agencies in person and in writing • Ability to interpret plans and section drawings to a variety of scales 	<ul style="list-style-type: none"> • Application Form, Interview; • Application Form, Interview; • Application Form, Interview, Assessment; • Application Form, Interview; • Interview, Assessment; 		
Personal Qualities	<ul style="list-style-type: none"> • Tactfully deal with sensitive situations • Self motivated • Able to work in a team • Able to display resilience and 	<ul style="list-style-type: none"> • Interview; • Interview; • Interview; • Interview; 		

	<p>enforce legislation</p> <ul style="list-style-type: none"> Continually project a positive image of the organisation in appearance, attitude, manner and bearing Ability to remain calm and focussed in challenging / threatening environments 	<ul style="list-style-type: none"> Interview; 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 £26,317 - £28,785 (starting salary £26,317)
- 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 pro rata
- Hours of Work: 37 Hours per week (an annualised hours working scheme is in operation)
- Pension Arrangements: Care 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