



Job Description and Person Specification

Fire Safety Advisor L4 Cert

Job Description

Role Title	Fire Safety Advisor L4 Cert	Reporting to	Fire Safety Manager Service Delivery
Location	District Hub / QMC	Role/Grade	Grade E

Purpose of the Job

A Fire Safety Advisor undertakes audits and other inspections of regulated premises including residential considered to have a simple layout and up to medium risk premises in line with the Risk Based Inspection Programme and as directed by department managers. Advisors can undertake none statutory enforcement action and report on more serious breaches of fire safety legislation to Fire Safety Inspectors or Managers.

An Advisor will support, mentor and assess peers in line with our quality assurance framework. They will assist in the development and support business engagement campaigns; they will work with other departments and partners to improve community safety.

Key Duties and Responsibilities

Corporate

- 1.1 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing
- 1.2 Support the delivery of the Authority's Community Safety Strategy; Safer Buildings
- 1.3 Support the implementation of Strategies, Policies and Procedures relating to Business Fire Safety.
- 1.4 Deliver the Authority's statutory duty with regards to Fire Safety
- 1.5 To attend external bodies, national committees or working groups as required and network with peers to capture/share learning and good practice
- 1.6 To ensure compliance with the Data Protection Regulations
- 1.7 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
- 1.8 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
- 1.9 Not to engage in any secondary employment or otherwise unpaid activities of a Fire Safety nature within the boundaries of the 4 Local Authorities and areas covered by Cleveland Fire Brigade that could undermine CFB's position, reputation or legal standing.

Functional

- 1.8 **To manage self and workload to deliver the Authority's Protection Services:**
Under the direction of the departments Fire Safety Managers, deliver protection services set against the Brigades' Risk Based Inspection Programme, Statutory Consultations, Enforce the provisions of the Fire Safety Order and carry out other inspections commensurate with your level of knowledge skills and experience, having a specific focus on:
 - **Safeguarding:**
Work with other regulators, providing information and intelligence with regards to Vulnerable, Exploited, Missing and Trafficked (VEMT) individuals.
 - **Mentoring and Supporting:**
Support and mentor Fire Safety Advisors L3 Cert 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 such staff.

- **Inspection and Enforcement:**
Undertake inspections and audits as directed by department managers, undertake none statutory enforcement action and where necessary report significant contraventions to more senior Regulators.
- **Strategies, Policy and Procedures:**
Support the implementation of existing and new strategies and procedures relating to Business Fire Safety.
- **Partnership Working**
Build and maintain effective working relationships with Partner Agencies and Regulators to ensure efficient use of resources and sharing of intelligence relating to non-compliance.

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

Role Map

In addition to the general qualities required of a manager, the post holder is subject to the Competency Framework for Fire safety Regulators Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

- FS1 - Identify and report hazards and risks associated with fire
- FS2 - Visit premises for the purposes of fire safety regulation
- FS5 - Support the management of risks at incidents
- FS7 - Review fire protection systems
- FS9 - Fire safety at regulated or licenced locations
- FS12 - Visit premises for purpose of fire safety

Additional Occupational Standards

- WM2 - Maintain Activities to Meet Requirements
- WM3 - Manage information for action
- WM4 - Take responsibility for effective performance
- WM5 - Support the development of teams and individuals
- WM6 - Investigate and report on events to inform future practice

Values and Behaviours

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

In addition to the Authorities values and behaviours the National Competency Framework for Fire Safety Regulators outlines additional behaviours expected of a Fire Safety Regulator in its code of ethics:

- **Respect for life, law, the environment and public good**
All Fire Safety Regulators have a duty to obey all applicable laws and regulations and give due weight to facts, published standards and guidance and the wider public interest.
- **Honesty and Integrity**
All Fire Safety Regulators have a duty to uphold the highest standards of personal and professional conduct including openness, honesty and integrity.
- **Accuracy and Rigour**
All Fire Safety Regulators have a duty to acquire and use wisely the understanding, knowledge and skills needed to perform their role or task.
- **Responsibility for Direction, Conduct and Communication**
All Fire Safety Regulators have a duty to abide by and promote high standards of personal conduct, communicate clearly and provide direction as appropriate, setting the example for others to follow.

Uniform

The person appointed to this post is required to wear a uniform as set out in the Brigade's Dress and Appearance Policy.

Person Specification

Category	Criteria	Measure
Qualifications Competences	<ul style="list-style-type: none"> • Fire Safety Level 3 Certificate (D) • Fire Safety Level 4 Certificate (D) • Member of a relevant professional body (D) • Hold a Level 3 Certificate in Leadership and Management (D) • Meet and be able to demonstrate the core Competencies for Fire Safety Regulators (E) • NEBOSH General Certificate (D) • NEBOSH Fire Certificate (D) • Workplace assessor Level 3 Certificate (D) 	AF/C AF/C AF AF/C AF/C AF/C AF/C AF/C
Experience	<ul style="list-style-type: none"> • Experience of carrying out Fire Safety Inspections, applying and supporting the enforcement of Legislation (D) • Knowledge of relevant Fire Safety and associated Safety Legislation (E) • Experience of maintaining records and handling sensitive and confidential information (E) • Knowledge of Risk Assessment / Health & Safety Procedures and determination of solutions to hazards and risks (E) • Experience of carrying out joint inspections and liaison with Agencies and Regulators (D) 	AF/I AF/I AF/I AF/I AF/I
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • PC literate, familiar with IT packages particularly Word, Excel and Powerpoint and able to work with various software (E) • Organisational skills, including ability to work with competing demands, plan and task management skills to manage workload effectively to meet organisation priorities and deadlines (E) • 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 (E) • Well-developed analytical and problem solving skills, including the ability to gather and evaluate information from various sources and determine potential solutions (E) • Effective communication, negotiation, diplomacy and influencing skills demonstrating the ability to communicate complex information clearly and effectively in interpersonal relations both orally and in writing (E) • Ability to interpret plans and section drawings (E) • Forward thinking, innovative (E) • Strong leadership skills to engage, influence, enable and motivate others (E) 	AF/I AF/I AF/I AF/AC AF/AC/I AC AF/I AF/I

	<ul style="list-style-type: none"> • Ability to understand differing team cultures and promote a positive work environment by upholding the organisational core values, championing equality, diversity and inclusion and employee health, safety and wellbeing (E) • Strong commitment to learning and development to improve personal, team and organisational effectiveness (E) • A high degree of personal integrity (E) • Enthusiastic (E) • Commitment to continuous professional development (E) • Prepared to work flexibly(E) • Tactfully deal with sensitive situations (E) • Self-motivated, working in a team or individually (E) • Able to display resilience and enforce legislation (E) • Continually project a positive image of the organisation in appearance, attitude, manner and bearing (E) • Ability to remain calm and focussed in challenging / threatening environments (E) 	<p>AF/I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
Other	<ul style="list-style-type: none"> • Good health and attendance record (E) • Ability to meet the Service's medical requirements (E) • A full current driving licence, or access to a means of mobility support (E) 	<p>AF/R</p> <p>Medical</p> <p>AF/C</p>

Key Criteria

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate