

TYNE AND WEAR FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

TIER 2 FIRE INVESTIGATOR TECHNICAL MANAGER - ARSON LIASON OFFICER

CATEGORY	CRITERIA	MEASURE
EDUCATION/ QUALIFICATIONS	Degree (or equivalent) in a fire related subject or substantial work experience relevant to the role.	AF/I/C
	Excellent literacy and numeracy	AF/I/C
	SFJ Award Level 5 Certificate in Fire Investigation accreditation	AF/I/C
WORK EXPERIENCE	Experience of managing and leading a team, with responsibility for both people and process.	AF/AC/I
	Experience working in a fire investigation environment.	AF/AC/I
	Experience of policy development and creation.	AF/AC/I
	Experience of delivering change management processes.	AF/AC/I
	Experience of implementing and managing strategic initiatives using project management principles.	AF/AC/I
SKILLS/ KNOWLEDGE/ APTITUDE	Skills: <ul style="list-style-type: none"> Outstanding staff management skills with particular reference to conducting fire investigations, delivery of training and welfare matters. Well developed IT skills. Well developed written and oral communications. Effective organising skills Must be flexible and able to work in different environments 	AF/AC/I
	A comprehensive knowledge of: <ul style="list-style-type: none"> Fire investigation and implementation strategies at local, regional and national level A clear understanding of the wider developments and issues affecting fire investigation A clear understanding of Fire Service policies and procedures. The strategic objectives of the Authority. 	AF/AC/I
	Ability to:- <ul style="list-style-type: none"> Effectively prioritise workloads Monitor performance of the Fire Investigation Team Identify individual training needs and organise training programmes 	AF/AC/I

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	<ul style="list-style-type: none"> • Monitor and review quality standards • Liaise with a wide variety of personnel including external partners and other Fire Service FI Teams • Provide a mentoring and counselling role to Fire Investigation staff in development including Operational Crew and Watch Managers • Collect information from a range of relevant sources, this may include written, verbal and or statistical information from internal and external sources. • Prepare and present findings and conclusions, based on the collection and analysis of information obtained for the provision of evidence for the Police, CSI, Coroner and Crown Prosecution Service and presenting evidence at the Coroners, Magistrates and Crown Courts. • Lead the TWFRS Fire Investigation team as the fire investigation technical manager (Police Act 1996 s. 22A and the Policing and Crime Act 2017 ss. 1 & 2 collaboration with Northumbria Police). • Contribute to the development of Northumbria Police Force's Quality Manual and Quality Management Systems. • Create, maintain and review training plans, business continuity plans and service level agreements in collaboration between with Tyne and Wear Fire and Rescue Service, Northumbria Police and Northumberland Fire and Rescue Service • Liaise with other Tier 1 and 2 investigators to provide support and advice at incidents. • Prepare, coordinate and present Fire Investigation training to personnel within the Service. • Provide administrative support for the Fire Investigation Team and raising of equipment and training courses through Procurement and L&OD functions with approval from the Head of Fire Safety as the budget holder. • Monitor deliberate fires across Tyne and Wear, liaise with Police, T&W Local Authorities and other partners to implement arson reduction strategies. This includes the production of a report for and attendance at Service Delivery meetings with Local Authority colleagues. • Collaborate with the Prevention and Educational ASB Crew Manager for coordinating arson risk reduction measures; removal of items and opportunities for fire setters • Work with external partners in a multi-agency approach to victim protection. 	
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	<ul style="list-style-type: none"> • Work with internal functions to feedback the results of any analysis at regular meetings and Case Review meetings where fire fatalities have occurred. • Leads, involves and motivates others both within the Fire & Rescue Service and in the Community. 	
OTHER	<p>Must be able to work to a flexible working scheme, which may include some weekends/evenings.</p> <p>To promote the application of the Service's Safeguarding Policies.</p> <p>It is envisaged that 75% of the post will be spent on Fire Investigation work and 25% will be spent on Arson liaison work.</p> <p>NB: This post may be subject to an enhanced DBS check prior to appointment. Security vetting by Northumbria Police will also be required on appointment.</p>	AF/I

MEASURE CODE

AF - Application form
AC - Assessment centre
I - Interview
C - Certificates