

Fire Safety Primary Authority Officer

Green Book Scale PO-G £38,890 - £41,881 plus benefits



(Temporary and Permanent opportunities available)

About Us

Tyne and Wear Fire and Rescue Service have an exciting opportunity available within our Fire Safety Department to deliver the Primary Authority scheme in substantive and both temporary roles. There is also secondment opportunities for external applicants, who want to develop themselves in a forward thinking metropolitan FRS. We have a number of high profile partnerships with major national companies such as Sainsbury's, English Heritage, Hugo Boss, NHS Property Services, Bidfood Group, Places for People and looking to expand our partnership portfolio with new businesses.

We are an equal opportunities employer and welcome applications from all areas of the community.

About the role

We are seeking self-motivated and committed individuals who can demonstrate strong leadership skills with the ability to manage change in a fast paced and professional environment.

You will provide Primary Authority services to our existing and new partners under the scheme, in accordance with regulations and approved partnership agreements. You will review the partners' fire safety policies and processes, in line with relevant safety legislation, providing feedback and highlighting areas for improvement as appropriate.

You will work closely with our partners to develop Primary Authority Advice and general information on existing areas/activities or new business areas, exploring the development of inspection plans where necessary. You will also be responsible for updating and maintaining information on the Primary Authority Register where necessary, including information on new partners.

As a Primary Authority Officer, you will assist Protection colleagues from across the UK in answering queries about our Primary Authority partners, referring information to the business and providing proactive and reactive advice.

You will lead on our partners Primary Authority agreements to ensure that the obligations falling on Tyne and Wear Fire and Rescue Service under relevant agreements are fulfilled. You will ensure all Primary Authority responsibilities are fulfilled by liaising with the Office for Product Safety and Standards where necessary and appropriate.

You will liaise between our partners and other relevant regulators, including working with enforcing authorities in respect of our partners in order to providing advice and guidance to resolve regulatory problems, whilst minimising the burden on those businesses.

You will develop in-depth knowledge of the partners business and their processes, in order to provide high quality support to that business and minimise regulatory burdens.

You will ensure that all obligations that fall on Tyne and Wear Fire and Rescue Service under the Regulatory Enforcement and Sanctions Act, in respect of designated Primary Authority agreements are met, including the need to deal with enforcement notifications and determinations under the Regulatory Enforcement and Sanctions Act 2008.

You will support Primary Authority businesses to develop processes, procedures and systems to meet regulatory requirements, develop inspection plans under the Regulatory Enforcement and Sanctions Act, and to publish information to the wider enforcement community.

You will lead in the planning, implementation and review of Primary Authority arrangements, including supporting formal reviews when required.

You will support the development of Primary Authority services offered by Tyne and Wear Fire and Rescue Service, including engaging with prospective new partners and developing the partnership when formed to an established partner.

You will be responsible for ensuring that all relevant policies and procedures are adhered to and concerns are raised in accordance with these policies. You may be required to work outside normal office hours, including weekends, and will be required to travel across the country to support our partners where necessary.

The support and development of Fire Safety staff is a priority in Primary Authority. As a regulator, we are seeking to employ someone who is passionate about their own deployment, the development of others, and identifying talent. If you have the drive and aspiration to support the delivery of national priorities, and develop, deliver and shape how TWFRS meets challenges locally and on a national level, we welcome your application.

Individuals will need to demonstrate they are forward-thinking, can promote a positive and inclusive team environment, and enable others to maximise their full potential.

Your role will be to ensure that TWFRS legislative requirements are met under The Regulatory Reform (Fire Safety) Order 2005, deliver protection priorities, and support businesses through Better Regulation. The role will also be key in how the Service and our partners adapt to the changes in legislation brought about by the Grenfell Tower Inquiry.

You will need to be flexible and adaptable, responding to emerging opportunities in line with the strategic objectives of the organisation. Remaining calm in high pressure situations, and making confident decisions are essential skills for the role.

Eligibility

The successful candidate(s) must have achieved a Level 4 Certificate in Fire Safety (or equivalent) and working towards a Level 4/5 Diploma. Applications are open to individuals who have worked in a Fire Safety department for a minimum of 12 months.

Additional training in to Level 5 Diploma in Fire Engineering Design will be given as part of the roles continual development. Additional specialist qualifications in areas such as fire safety in hospitals and high rise will be considered to meet the needs of the partners and the department.

The individual will also require excellent written and oral communication skills and have the ability to plan, manage and prioritise workloads. A current full driving licence is essential, a car users scheme is available as part of this post for work related journeys.

Closing date for applications is **24 September 2021 at 1200 hours**.

What we can offer you

Tyne and Wear Fire and Rescue Service Headquarters are based in a purpose build office in Washington, with ample free parking and easy access from the A1 and A19.

On site facilities include catering facilities and a gym. The role also benefits from an attractive package, including an attractive holiday package, Local Government Pension Scheme and access to a range of social and volunteering opportunities.

About the Selection Process

Set out below are the key dates relating to this selection process:

Stage	Timeline
Advert closes	24 September 2021 at 1200 hours
Notification of shortlist	24 September 2021
Interview with Department Managers face to face or via Microsoft Teams	W/c 27 September 2021

Please note the dates detailed may be subject to change due to COVID impact. Candidates will be communicated with via email for all parts of the process.

Interested in applying?

Further details can be found in the accompanying job description and person specification. More information about our Service can be found by visiting www.twfire.gov.uk and our various social media channels.

Informal contact can be made via Group Manager Ian Bell ian.bell@twfire.gov.uk or Group Manager Joe Haustead joe.haustead@twfire.gov.uk