

**TITLE OF POST: PRIMARY AUTHORITY OFFICER - FIRE SAFETY**

**GRADE: PO-G**

**RESPONSIBLE TO: STATION MANAGER FIRE SAFETY**

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**MAIN PURPOSE OF JOB:**

Under the guidance of the Station Manager Fire Safety will provide a professional service to employees and department managers in the delivery of exceptional services to our community and key stakeholders.

A Primary Authority Officer undertakes duties to work with our partners to deliver the Primary Authority scheme. They may audit buildings based upon fire engineering principles however, should be cognisant of the scope of their competency and request appropriate assistance from their line manager and colleagues where necessary.

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**1 PROFESSIONAL DUTIES**

- 1.1 Promote the Service Vision, 'Creating the Safest Community'.
- 1.2 Work effectively and efficiently to provide a professional service in the delivery of the department's aims and objectives.
- 1.3 Ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
- 1.4 Maintain appropriate and robust information systems within the department.
- 1.5 Proactively maintain positive and effective liaison links with organisations and partners as appropriate.
- 1.6 Prepare the production of a variety of quality information for inclusion in management and departmental reports.
- 1.7 Ensure complete compliance with current Data Protection Legislation.
- 1.8 Ensure professional and technical knowledge is up to date and provided as exceptional service to the organisation.
- 1.9 Proactively identify and recommend areas of potential improvement with professional and/or technical services.
- 1.10 Professionally represent the function at internal and external meetings and events.
- 1.11 Be responsible for internal processes and services of professional and/or technical services. This could also require line management responsibilities.

- 1.12 Support colleagues with complex and escalated work as required.
- 1.13 Attend internal and external training courses as necessary.
- 1.14 Undertake any other duties as appropriate to the role.
- 1.15 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
- 1.16 Support the delivery of the Authority's Community Safety Strategy; Safer Buildings
- 1.17 Support the development and implementation of Strategies, Policies and Procedures relating to Business Fire Safety and Automatic Suppression Systems.
- 1.18 Deliver the Authority's statutory duty with regards to Fire Safety, Petroleum and Explosives legislation
- 1.19 To attend external bodies, national committees or working groups as required and network with peers to capture/share learning and good practice
- 1.20 To ensure compliance with the Data Protection Regulations
- 1.21 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Service procedure
- 1.22 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
- 1.23 Not to engage in any secondary employment or otherwise unpaid activities of a Fire Safety nature within the boundaries of the 5 Local Authorities and areas covered by TWFRS that could undermine TWFRS position, reputation or legal standing.

## **2 ROLE SPECIFIC DUTIES**

- 2.1 Delivery of the Primary Authority scheme with partners including budget income generation, monitoring and invoicing partners. This includes travelling across the UK to deal with partner assurances, advice and compliance issues.
- 2.2 Lead the work of teams and individuals to achieve their objectives.
- 2.3 Assist in the development of colleagues within Fire Safety department.
- 2.4 Lead and respond to direct requests for safety information, attend meetings both at your normal workplace and out in the community.
- 2.5 Participate in local community events to promote and deliver fire safety education.

- 2.6 To establish and maintain links with the community to facilitate the delivery of 'Creating the Safest Community' vision.
- 2.7 Prepare and deliver safety education/messages to target groups in the community, as directed.
- 2.8 Educate members of the community in the risks and hazards of fire and attend events as appropriate.
- 2.9 Develop and deliver service initiatives, programmes and strategies to reduce fire calls and support the delivery of national and regional community fire safety campaigns and organisational aims and objectives.
- 2.10 Deliver and evaluate community safety campaigns and local community safety initiatives to the community as directed.
- 2.11 To collect, disseminate and react appropriately to information on risks in your community.
- 2.12 Investigate and report any conditions or circumstances, found in the performance of any duty, in which it is believed there, may be a fire safety concern or interest.
- 2.13 Advise and instruct the owners/occupiers of premises on the protection and technical fire safety measures necessary to maintain compliance with statutory duties.
- 2.14 Advise Building Control Bodies on the protection and technical fire safety measures necessary to maintain compliance with statutory duties.
- 2.15 Respond in a manner consistent with all orders, policies and guidelines, to any request for advice on protection and technical fire safety matters from any member of the community.
- 2.16 Support and mentor the Fire Safety team who will undertake inspections of High/Higher Risk premises, in accordance with the Services Fire Safety Risk Based Inspection Programme, including supporting and monitoring remedial actions required in such premises, and Quality Assuring the work of such staff.
- 2.17 Undertake inspections and audits as directed by department managers, enforce as necessitated the requirements of the FSO and when required investigate contraventions of the FSO to pursue a prosecution and conviction, in addition to Petroleum and Explosives legislation.
- 2.18 Support and mentor the Fire Safety team to undertake consultations of High/Higher Risk premises, including supporting and monitoring remedial actions required in such premises, and Quality Assuring the work of such staff.
- 2.19 In line with the FSO and the Licensing Act 2003, responding to formal consultations within service standard timescales leading on more complex submissions. Where necessary consult with Local Authority Planning and Housing to ensure the views of the Authority are presented.

- 2.20 Support the development, implementation and review of existing and new strategies and procedures relating to Business Fire Safety.
- 2.21 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.

### **3 HEALTH AND SAFETY (GENERAL POLICY)**

- 3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
- 3.2 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.
- 3.3 Work with machinery, equipment and substances in accordance with information and training provided.
- 3.4 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
- 3.5 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)**

- 4.1 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.
- 4.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
- 4.3 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

### **5 SAFEGUARDING**

- 5.1 To promote the application of the Authority's Safeguarding Policies.

### **6 ENVIRONMENT STRATEGY**

- 6.1 To demonstrate an understanding and commitment to the Service's Environment Strategy, in relation to the environment and carbon reduction policies.