

## Service Document Standard Form:

### Role Profile Enforcement and Training Manager

Linked documents: Job Evaluation Guidance Note,  
NFCC Competency Framework for Business Fire  
Safety Regulators



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#### ROLE DETAILS:

<b>Role Title:</b>	Enforcement and Training Manager
<b>Grade:</b>	Station Commander B / Scale K
<b>Service area:</b>	Protection and Assurance
<b>Responsible to:</b>	Group Commander Protection

#### PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

To ensure the Service delivers a consistent approach to the application of Enforcement measures under the Regulatory Reform (Fire Safety) Order, taking cases through to prosecution where appropriate. Providing specialist technical and Fire Safety Enforcement advice and guidance for the Service.

Managing all Enforcement activities undertaken by the Service, carrying out quality assurance for standardised application of regulatory legislation.

Developing a programme of training for relevant staff, ensuring knowledge and understanding of relevant legislation and its application, commensurate with role.

Quality assuring training content, delivery and maintenance.

Additionally: If this role is undertaken by an operational manager, the Station Commander role map and responsibilities associated with this role.

#### DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

##### Financial – Direct:

- Monitoring and recording time spent on case preparation
- Monitoring and recording costs incurred through expert legal advice
- Preparing reports to enable recouping of time and costs
- Approves requisitions against legal cost centre, complete monthly monitoring, reviewing and reports latest position

##### Staff Responsibilities - Indirect:

- Support delivered across all three Fire Safety teams
- Support to Response staff
- Support provided to Fire Investigators

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#### Any other statistical data:

- To produce regular reports on number and status of Enforcement activities
- Monitor data for trends and changes in behaviour in the commercial sector
- To produce regular reports on number of staff trained
- To ensure all Enforcement activity is made publically available as is required under the 'Environment and Safety Information Act 1988'
- Manage all Freedom of Information (FOI) Requests, responding accurately and within laid time scales

#### PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

- To interpret and apply Fire Safety Order legislation in a practical and proportionate way by addressing any deficiencies appropriately, and advising partners of suitable next steps
- To be responsible for the management and support of all Enforcement activities undertaken for the Service
- Managing processes, to ensure a fair and equitable approach is taken in all Enforcement activity, in line with the Services Equality, Diversity and Inclusion Policy
- To support and achieve consistency in the delivery of Fire Safety Enforcement advice
- To develop and ensure an appropriate information barrier exists during Enforcement considerations, reviews and decisions in order to maintain transparency and fairness
- To maintain and develop relevant policies and procedures for the management of Enforcement activities in accordance with relevant legislation
- In liaison with Group Commander Protection, formulate strategies and initiatives to raise awareness and promote fire safety regulatory compliance within diverse communities and the commercial sector
- To lead work with Local Authorities and Approved Inspectors by reviewing and consulting on statutory work areas, within agreed time scales, on a wide range of projects, encouraging collaborative partnerships
- To initiate enforcement action in line with the parameters as set out in Service policy and procedures, in support of the principles detailed in the Enforcement Concordat and the Regulators Compliance Code
- To draft and issue informal and formal Enforcement action in line with Service policy and procedure, including Deficiency Notices, Alteration Notices, Enforcement Notices and Prohibition Notices
- To manage consultation with relevant agencies and statutory partners of all notices, prior to being issued
- To manage the issuing of all formal Enforcement action for accuracy, quality and

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appropriateness

- To monitor and manage the progress against Enforcement action issued
- Respond to any appeals against the Enforcement Action undertaken, building the Services defence
- To manage the CFOA Enforcement Register, complying with the 'Environment and Safety Information Act 1988'
- To manage all investigations into breaches of the Regulatory Reform (Fire Safety) Order
- To manage the gathering of evidence in support of prosecution action under the Regulatory Reform (Fire Safety) Order
- To coordinate and lead, suspect and witness interviews under the Police and Criminal Evidence Act 1984 (PACE)
- To manage, prepare and present investigation case files to the Director of Legal and Governance, with recommendation on appropriate action to be taken
- Manage quality assurance of all activities undertaken in relation to Enforcement activities
- Representing the Service at Court Proceedings, in support of the Services legal teams
- Promoting positive outcomes from Enforcement action, internally and externally
- To ensure line manager is fully appraised of all matters and developments in relation to Enforcement / Prosecution activities
- Lead, manage and develop operational staff to improve effectiveness, efficiency and reduce the overall risk to the community in accordance with service policies and procedures
- To coordinate the development of individuals across Protection teams, in line with the National Fire Chiefs Council (NFCC) Competency Framework, cognisant of changes in fire safety legislation (Fire Safety Bill) in order to promote high levels of technical competence
- To actively engage and support the Prevention and Protection activities of the Service
- To maintain knowledge and understanding of role related Service policies and procedures and to ensure that work is carried out in line with Service standards and targets
- To provide current Business Continuity advice to the local business community
- To be responsible for updating, retrieval and acting upon electronic information from the Fire Safety Management Information System and Risk-Based Inspection Programme
- To be responsible for the preparation of fire safety reports, letters, enforcement

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notices and plans in accordance with Service fire safety policy and procedures

- To undertake Fire Safety audits and inspections in accordance with Service policy and procedure
- To audit and provide advice on premises' fire risk assessments and evaluate, as necessary, fire safety design submission to achieve compliance with relevant fire safety legislation
- To actively gather information with respect to hazards to Response crews and to manage this information in accordance with Service policy and procedure
- To draft fire safety advice to statutory bodies, planners, architects, other building professionals and members of the public
- Provide specialist support to Fire Investigators
- Undertake, where required, investigations relating to health and safety, disciplinary, or legal matters, at the appropriate level (Middle Manager)
- Influence and support effective business safety integration and continuous improvement across all business safety staff

#### **Operationally specific:**

- To respond to and resolve operational incidents or requests for assistance that may occur both inside and outside of BMKFA
- Maintaining the requirements of the Fire Services Act 2004, the Service's Public Safety Plan (PSP), operating policies and procedures to save and preserve endangered life and protect buildings and the environment from the effects of fire and hazardous materials
- Monitoring performance, provide support and guidance and taking command in accordance with service requirements
- To provide suitable residential accommodation at an approved location (agreed by the Authority) that will provide a response in line with service requirements
- To assume the role of Duty Officer / Group Commander as required and ensure the availability of operational crews to respond to incidents in accordance with the requirements of the Public Safety Plan (PSP) and Service performance standards and operating procedures

#### **DECISION MAKING:**

##### **Make decisions:**

- To use professional judgement to make decisions and recommendations on the

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various live Enforcement cases being undertaken

- Post holder will be required to work un-supervised and expected to update line manager as and when required
- Workload and prioritisation – annual objectives set by line manager, day to day priorities and ability to meet deadlines managed by post holder
- Manage a robust decision making process to ensure that all decisions are logged, reviewed where necessary and available to relevant stakeholders as appropriate
- Working collaboratively with the Service in maximising integration and process optimisation
- To follow Service procedures and have an awareness of all new correspondence and ensuring it is cascaded to staff as appropriate
- To manage the implementation of innovation and new ideas to working practices, systems and to personal and organisational performance

#### Significant say in decisions:

- To make decisions on behalf of the Service in line with policies, procedures and best practice
- Decide whether Enforcement action has been taken at the appropriate level
- Guided by the Enforcement Management Model (EMM), decide whether Enforcement cases will progress to prosecution
- To promote, suggest and implement improvements to working practices, systems and to personal and organisational performance

#### CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

##### Internal:

- Establish and maintain effective working relationships with colleagues at all levels across the organisation. Protection Managers, Inspecting Officers, Finance, Director of Legal and Governance, wider teams and departments
- Providing expert advice and support to Protection Managers and Inspecting Officers

##### External:

To develop and maintain strong working relationships with all partners, other enforcing authorities and inspecting officers.

To regularly liaise with representatives from:

- Commercial and Industrial premises
- Partner Agencies
- Other UK Fire & Rescue Services
- Local Authorities
- Approved Inspectors

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- Building Control agencies
- Regulatory agencies
- Police
- Specialist legal advisors
- Judicial system

### PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms
- To comply with the Services' aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all staff, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures
- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment
- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach individual members of staff as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

### REQUIREMENTS: Essential Criteria

*The skills, knowledge, qualifications and training required to perform the role*

#### Qualifications & Training:

- A. Degree level education or equivalent and/or extensive experience of working in a regulatory / legal framework
- B. Level 4 Certificate in Fire Safety (Fire Safety Risk Assessor)
- C. Level 4 Diploma in fire safety (Fire Inspector)
- D. APCIL Level 7 or equivalent legal training  
Or equivalent standards/qualifications/experience, which demonstrates competence of A, B, C and D above

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- Full UK Driving Licence

#### Experience:

- Experience of undertaking inspections of premises, evaluating and addressing fire risk assessments for compliance with fire safety legislation and determining solutions to hazards and risks identified
- Experience of engaging with public and private sector organisations, at all levels
- Experience of working within a dynamic and at times demanding environment whilst maintaining attention to detail
- Experience of issuing and monitoring informal and formal Enforcement action, including Deficiency Notices, Alteration Notices, Enforcement Notices and Prohibition Notices
- Experience of case and file preparation, for consideration of prosecution
- Experience of investigating events and breaches of the Fire Safety Order
- Experience of undertaking formal interviews, including under PACE
- Experience in the application of Fire Protection Legislation

#### Skills:

- Excellent interpersonal and communication skills, including the ability to write comprehensive and sometimes complex reports
- Ability to analyse and collate data from various sources
- To treat people with dignity and respect, act professionally and responsibly with Service assets, property and funds; i.e. taxpayers money
- Ability to use IT applications in a wide range of applications
- Ability to work confidently within a team and to interact with individuals in a friendly, courteous manner and is tolerant in their approach
- Able to work on own initiative, confidentially
- Ability to deliver quality outputs under pressure
- Able to prioritise workloads
- Able to provide sound information to support decision making
- Numerate, analytical and problem solving skills
- Networking skills and ability to build effective working relationships with a variety of stakeholders
- Excellent presentation skills
- Ability to plan and problem solve in a range of circumstances and implement whilst under pressure
- Ability to influence and persuade others when required
- Ability to demonstrate an openness to change and actively seek to support it
- Ability to determine solutions to hazards and risks identified and report accordingly

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### Knowledge:

- Excellent understanding of the role of the Fire and Rescue Service in England and familiar with the legislative environment in which they operate
- Be able to define the Legislative Framework and the mechanisms of enforcement of fire protection in new, altered and existing buildings
- Knowledge of the principles of risk assessments and its application in the workplace
- Knowledge of the legal framework in the United Kingdom
- Working knowledge of the Police and Criminal Evidence Act 1984 (PACE)

### REQUIREMENTS: Desirable Criteria

*The skills, knowledge, qualifications and training required to perform the role*

#### Qualifications & Training:

- NEBOSH General Certificate
- NEBOSH Fire Certificate
- Level 5 Fire Engineering Technician
- Enhanced legal qualification – Degree or higher
- Level 3 Award In Education and Training (PTLLS)

#### Experience:

- Operational firefighting, fire engineering, fire investigations and or any matters relating to firefighter safety at operational incidents

### ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a high level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual target based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.