

## Service Document Standard Form:

### Role Profile

Fire Safety Business Engagement Apprentice

*Linked documents: Job Evaluation Guidance Note*



**Buckinghamshire**  
**FIRE & RESCUE SERVICE**  
*we save lives*

### ROLE DETAILS:

<b>Role Title:</b>	Fire Safety Business Engagement Apprentice (two years)
<b>Grade:</b>	National Living Wage
<b>Service area:</b>	Protection, Assurance and Organisational Development
<b>Responsible to:</b>	Team Leader – Protection

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

As the Business Engagement Apprentice, the post holder will be working with the Protection (fire safety) team to engage with businesses to improve the fire safety within their workplaces across Buckinghamshire and Milton Keynes.

The Business Engagement apprentice is designed as a route into the Fire Safety sector in line with The Competency Framework for Business Fire Safety Regulators.

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

**Financial** (direct or non-direct): N/A

**Staff responsibilities** (direct or non-direct): N/A

**Any other statistical data:** N/A

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

- Initially the post holder will give fire safety advice to immediately improve safety within and around the premises. They will need to be cognisant of the scope of their competency and seek appropriate assistance where necessary and/or create a fire safety complaint for follow up by an Inspecting Officer
- Visiting simple premises - this is defined by the sector as small buildings with a simple layout such as small shops, offices or industrial units with non-complex means of escape for the purpose of providing fire safety. The premises will be identified as

## Service Document Standard Form:

### Role Profile

Fire Safety Business Engagement Apprentice



**Buckinghamshire**  
**FIRE & RESCUE SERVICE**  
*we save lives*

*Linked documents: Job Evaluation Guidance Note*

higher risk as identified by the Risk Based Inspection Program (RBIP) and as part of thematic reviews

- On completion of the Level 3 certificate in Fire Safety, the post holder will undertake fire safety audits on simple premises
- Involved with proactive promotional work at events and reactive work after incidents to raise awareness of fire safety in the business community including multi-agency visits
- Assisting with identifying at risk businesses and engage with the responsible persons through site visits and other communications
- Assisting with developing the Service's Protection presence in the community with assistance from the Communications Teams to encourage businesses to visit the site and seek assistance where required
- Act as the primary contact for business safety guidance and where necessary seek additional advice
- Engage with businesses by offering fire safety advice and guidance in accordance with Service policy and procedures
- Visit suitably identified business premises as part of thematic reviews to provide advice and suitable fire safety guidance
- Actively gather information with respect to hazards to firefighters and to manage the information in accordance with Service policy and procedures
- Actively engage and support the Prevention, Response and Protection activities of the Service
- 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
- Ensure their line manager is fully appraised of all matters and developments in relation to fire safety activities as appropriate
- Responsible for updating, retrieval and acting upon electronic information from the Fire Safety Management Information System and Risk- Based Inspection Programme Where necessary, provide support to the investigation of an offence of the Regulatory Reform (Fire Safety) Order 2005

## DECISION MAKING:

### Make decisions:

- To use professional judgment to make decisions and make recommendations on the various projects with which they are involved
- To work within the scope and limitations of personal knowledge and refer where appropriate to others

## Service Document Standard Form:

### Role Profile

Fire Safety Business Engagement Apprentice



**Buckinghamshire**  
**FIRE & RESCUE SERVICE**  
*we save lives*

*Linked documents: Job Evaluation Guidance Note*

- To follow laid down procedures set by the Service and have an awareness of all new correspondence that is relevant to the role

### Significant say in decisions:

- To be able to make decisions on behalf of the Service in line with policies, procedures and best practice
- 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 Service. Most frequent communication will be with colleagues from the Protection department although there will occasions where there will be work with the wider service.

**External:** To regularly liaise with representatives from:

- Residential, Commercial and Industrial premises
- Partner agencies
- Other UK Fire & Rescue Services

### 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 Service's 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 employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures
- To support the effective implementation and embedding of equality, diversity and inclusion

## Service Document Standard Form:

### Role Profile

Fire Safety Business Engagement Apprentice



**Buckinghamshire**  
**FIRE & RESCUE SERVICE**  
*we save lives*

*Linked documents: Job Evaluation Guidance Note*

- 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 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 good general level of educational achievement, as a minimum GCSE qualifications at C or above / levels 4 -9 or equivalent in Maths and English
- As part of the apprenticeship the post holder will gain a Level 3 Certificate in Fire Safety, therefore there needs to be a willingness to work towards this certificate
- Full UK valid driving licence

#### **Experience:**

- Familiarity with Microsoft Office
- Ability to use the relevant software competently
- Working with others to achieve measured outcomes
- Ability to remain in control of own emotions during challenging situations

#### **Skills:**

- Good interpersonal skills
- Ability to learn new skills required for the role
- Good verbal and written communication skills
- Ability to work within a team and to interact with individuals in a friendly, courteous manner and is tolerant in their approach
- Able to prioritise tasks
- Able to adopt a conscientious approach and complete work as required within agreed timescales
- Able to work on their own initiative
- Able to work under pressure
- Numerate, analytical and problem-solving skills

## Service Document Standard Form:

### Role Profile

Fire Safety Business Engagement Apprentice

*Linked documents: Job Evaluation Guidance Note*



**Buckinghamshire**  
**FIRE & RESCUE SERVICE**  
*we save lives*

### Knowledge:

- Understanding of equality, diversity and inclusion and the importance of treating individually fairly and ethically

### 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.