

## Service Document Standard Form:

### Role Profile

Community Safety Advisor



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

Linked documents: Job Evaluation Guidance Note

### ROLE DETAILS:

<b>Role Title:</b>	Community Safety Advisor
<b>Grade:</b>	F
<b>Service area:</b>	Prevention, Response and Resilience
<b>Responsible to:</b>	Community Safety Team Leader

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

Improving the quality of life for residents of Buckinghamshire and Milton Keynes, through delivering targeted domestic fire safety and other Prevention activity.

Reducing the instances, injuries, and detrimental impact of fire across Buckinghamshire and Milton Keynes, through delivering fire education, prevention and other health and welfare related advice and guidance.

Contribute to the effective delivery of the Prevention Strategy as part of the Prevention team. To partner with the Prevention team in the effective implementation and efficient delivery of Prevention and to positively add value to the team, objectives of Prevention and the Service

### 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:**

- Reporting on the delivery of Home Fire Safety Visits (HFSV), high-rise engagement and other domestic safety activity
- Recording and reporting on equipment installed and issued

## Service Document Standard Form:

### Role Profile

Community Safety Advisor

Linked documents: *Job Evaluation Guidance Note*



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

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

- Plan and deliver a program of regular engagement with those living in high-rise premises to provide appropriate fire prevention advice and guidance
  - Engage with those living in specialised housing, including supported living and sheltered accommodation, to assist them to recognise fire risk and identify appropriate mitigation of risk
  - Liaise and work with Community Safety Coordinators and Response staff in the delivery of community safety activities
  - Screen, book and deliver domestic safety visits, providing preventative advice and fitting risk reduction equipment relevant to the accommodation and Service specifications
  - Support Community Safety Coordinators in the delivery of more complex Home Fire Safety Visits
- Maintaining accurate records of all activity undertaken on Service systems and databases
- Identify, provide or signpost tenants, residents or social housing providers to appropriate resources to address an identified risk of fire
  - Refer tenants or residents to other services as and when appropriate
  - Apply the Service's Safeguarding policy and procedure to recognise or identify potential safeguarding issues, raising them appropriately
  - Ensure all vehicles and equipment is maintained to the standards expected. Following the Service defect procedure where appropriate
  - Represent the Service at professionals meetings where required

### **DECISION MAKING:**

#### **Make decisions:**

- To have the autonomy to use professional judgement to make decisions and recommendations to enable achievement of personal and team objectives
- To have the autonomy to use professional judgement to make decisions on the course of action to take relating to individual cases in line with Service policy and procedure

#### **Significant say in decisions:**

- Contribute to the shaping of the teams objectives and priorities  
To promote, suggest and implement improvements to working practices, systems, personal and organisational performance

## Service Document Standard Form:

### Role Profile

Community Safety Advisor



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

Linked documents: *Job Evaluation Guidance Note*

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

#### Internal:

- At all levels across the Service; from senior management, operational and support services employees

#### External:

- Tenants or residents in high-rise premises
- Partnership agencies
- Local Authorities
- Emergency Services
- Community groups

### 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
- 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 employees 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

## Service Document Standard Form:

### Role Profile

Community Safety Advisor



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

Linked documents: *Job Evaluation Guidance Note*

### **REQUIREMENTS: Essential Criteria**

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

#### **Qualifications and training:**

- Full UK valid Driving Licence
- English and Maths GCSE at Level 4-9, or equivalent
- IOSH (or willingness to work towards)
- Level 3 IC Fire Safety qualification (or willingness to work towards)
- First Aid at Work (or willingness to work towards)
- L2 safeguarding
- 

#### **Experience:**

- Experience of engaging with the public  
Experience of carrying out personal risk assessments (or willingness to work towards)

#### **Skills:**

- Excellent interpersonal skills in order to establish rapport and cooperation
- The ability to confidently interact with members of the public in a friendly courteous manner and tolerant in approach
- Able to work on own initiative and without direct supervision confidently
- Able to prioritise workloads
- Computer literate with the ability to use IT systems in a range of applications
- Able to plan and problem solve in a range of circumstances and implement whilst under pressure
- Excellent written and verbal communication skills
- Ability to demonstrate an openness to change and actively seek and support it

#### **Knowledge:**

- Good knowledge and understanding of equality, diversity and inclusion and the impact this has on prevention activities
- Good understanding of safeguarding policies and procedures

## Service Document Standard Form:

### Role Profile

Community Safety Advisor

Linked documents: *Job Evaluation Guidance Note*



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

### **REQUIREMENTS: Desirable Criteria**

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

#### **Qualifications and training:**

- Public Services course or equivalent

#### **Experience:**

- Working with vulnerable young people and adults, support staff or carers

#### **Knowledge:**

- Awareness of the role of mental health teams, social care, community support, advocacy forums or similar in Buckinghamshire or Milton Keynes
- Awareness of wider and developing safeguarding issues relevant to the community working within
- Understanding of the varying needs and lifestyles of vulnerable young people and adults

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

The post holder will be expected to have a flexible approach to work including delivering prevention activities in the evenings or at weekends, and possess 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.