

Service Document Standard Form:**Role Profile**
Business Fire Safety Inspector

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Linked documents: Job Evaluation Guidance Note

ROLE DETAILS:

| | |
|------------------------|---|
| Role Title: | Business Fire Safety Inspecting Officer |
| Grade: | H to I |
| Service area: | Service Delivery |
| Responsible to: | Area Protection Manager |

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

The Business Fire Safety Inspector will complete audits of all regulated premises including complex and high-risk residential buildings. Auditing buildings based upon fire engineering principles however, should be cognisant of the scope of their competency and request appropriate assistance where necessary.

The post holder will investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions.

They can report on submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and/or refurbishment of regulated premises.

They are qualified to take formal enforcement action for a breach of fire safety legislation.

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

Financial – N/A

Staff Responsibilities – N/A

Any other statistical data:

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

- To undertake Fire Safety Audits and inspections in accordance with Service policy and procedure

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- 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 Firefighters and to manage this information in accordance with Service policy and procedure
- To lead on consultation with Building Control bodies, local authorities and other regulatory agencies in accordance with Service policy and procedures
- To draft fire safety advice to statutory bodies, planners, architects, other building professionals and members of the public
- To respond to statutory consultations for premises; e.g. planning and licencing, in accordance with Service policy and procedure
- To attend courts of law and other enforcement bodies in a witness capacity.
- To represent Service at external meetings
- To draft informal enforcement action in line with Service policy and procedure
- To lead in the investigation and gathering of evidence and prosecution action under the Fire Safety Order
- To actively engage and support Prevention and Protection activities of the Service.
- To lead the preparation and delivery of Fire Safety training and education to FRS personnel, external agencies, members of the public and others as required
- 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 ensure the **Station Commander (SC)** Protection Manager / Team Leader is fully apprised of all matters and developments in relation to fire safety protection audits and other activity as appropriate
- To provide advice and guidance on request and through inspection on:
 - Fire safety in premises
 - Fire safety in locations using hazardous materials
 - Issues relating to fire protection systems
 - Urban and special design and fire appliance access
 - Issues relating to building construction, refurbishments, materials and demolition
- To monitor the progress of new or refurbished premises for compliance with requirements / recommendations made under relevant fire safety legislation

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- 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 notices and plans in accordance with Authority fire safety policy and procedures
- To initiate enforcement action in line with parameters as set out in Authority policy and procedures, in support of the principles detailed in the Enforcement Concordat
- Where necessary, provide support to the investigation of an offence

DECISION MAKING:

Make decisions:

- To use professional judgement to make decisions and make recommendations on the various projects involved with
- To manage a robust decision making process to ensure that all decisions are logged, reviewed where necessary and available to relevant stakeholders as appropriate
- To follow laid down procedures set by the Service and have an awareness of all new correspondence that is relevant to the role whilst ensuring that all correspondence is cascaded to relevant staff as appropriate

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 organisation. Most frequent communication will be with the Area Protection Manager, other Business Fire Safety Inspecting Officers, Business Fire Safety Advisor and the Business Fire Engineering Technician.

External: To regularly liaise with representatives from:

- Commercial and Industrial premises
- Partner Agencies
- Other UK Fire & Rescue Services

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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 in compliance with statutory requirements and Service policies and procedures
- 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 good general level of educational achievement as a minimum GCSE qualifications at C or above / levels 4 -9 or equivalent in Maths and English
- Have achieved competency as a Business Fire Safety Advisor with relevant experience as listed below
- L3 Certificate or equivalent
- Full UK valid Driving Licence

Experience:

- Experience of undertaking inspections of premises and evaluating and addressing fire risk assessments for compliance with fire safety legislation
- Experience of determining solutions to hazards and risks identified through inspection and investigation
- Experience of investigating and preparing enforcement notices
- Experience of assisting with the investigation and preparation of prosecutions

Skills:

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- Excellent interpersonal and communication skills, including the ability to write comprehensive and sometimes complex reports
- 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 and without direct supervision confidentially
- Ability to deliver quality outputs under pressure
- Able to provide sound information to support decision making
- Numerate, analytical and problem solving skills
- Able to prioritise workloads
- Ability to influence and persuade others when required
- Ability to demonstrate an openness to change and actively seek to support it
- To treat people with dignity and respect, act professionally and responsibly with Authority assets, property and funds; i.e. taxpayers money
- Computer literate or ability to use IT applications in a wide range of applications

Knowledge:

- A good understanding of the role of the Fire and Rescue Service in England and familiar with the legislative environment in which they operate
- Working knowledge of fire safety legislation and its application to the workplace
- Knowledge of the principles of risk assessment and its application in the workplace

REQUIREMENTS: Desirable Criteria

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

Qualifications & Training:

- NEBOSH General Certificate
- NEBOSH Fire Certificate
- Level 4 Certificate in Fire Safety
- Level 4 Diploma in fire Safety
- APCIL or equivalent legal training
- L5 Fire Engineering Technician

Experience:

- Experience of operational firefighting, fire engineering, fire investigations and or any matters relating to firefighter safety at operational incidents
- Experience of carrying out prosecutions under relevant legislation
- Experience of delivering interviews under PACE

Skills:

- Demonstrates the appropriate commitment to personal development, in accordance with Authority expectations and values

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.

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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.