

## Service Document Standard Form:

### Role Profile

Business Fire Safety Advisor

Linked documents: *Job Evaluation Guidance Note*



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### ROLE DETAILS:

<b>Role Title:</b>	Business Fire Safety Advisor
<b>Grade:</b>	G to H
<b>Service area:</b>	Service Delivery
<b>Responsible to:</b>	Area Protection Manager

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

The Business Fire Safety Advisor will offer advice and educate those responsible for fire safety in low risk simple premises. Undertaking audits of simple low risk premises where the Fire Safety Order 2005 applies, however they are not qualified to lead formal enforcement action for a breach of fire safety legislation.

The post holder will provide fire safety advice, support and guidance to local authorities, business, the public and other bodies as necessary.

Producing and delivering business engagement initiatives, to target known vulnerable and high risk business and premises types.

Improving safety in the case of fire, the post holder will promote and enhance compliance with relevant legislation in commercial and non-domestic premises, through fire safety, protection and supporting enforcement measures.

### 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*

- Produce accurate communications through a range of media; emails, letters, files, reports and proposals
- Identify and engage with commercial and non-domestic premises, through thematic

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reviews and targeted engagement

- Maintain records, files and other confidential information
- Undertake inspection of simple premises in accordance with Service policy to enforce relevant fire safety legislation and provide fire safety advice and guidance
- Audit and provide advice on premises' fire risk assessments and evaluate, as necessary, to achieve compliance with relevant fire safety legislation
- To ensure the **Station Commander (SC)** Protection Manager / Team Leader is fully appraised of all matters and development 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 be responsible for the preparation of fire safety reports and letters
- To report any instances that may require further investigating, in relation to an offence, to a senior inspecting officer in line with Service policy
- To actively gather information with respect to hazards to Firefighters 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
- To attend courts of law and other enforcement bodies in a witness capacity
- To attend external meetings as part of development
- To draft informal enforcement action in line with Service policy and procedure
- To assist in the investigation and gathering of evidence in support of prosecutions under the Fire Safety Order
- To actively engage and support Prevention, Protection and Response activities of the Service
- To assist in the delivery of Fire Safety training and education to FRS personnel, members of the public and others as required
- To provide current Business Continuity advice to the local business community
- 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

### 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 Area Protection Manager, Business Fire Safety Inspecting Officers and Business Fire Safety Advisor.

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

- 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

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- 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 qualification at C or above / levels 4 -9 or equivalent in Maths and English
- Full UK valid Driving License
- Level 3 Certificate in Fire Safety (or the commitment to achieve it within 6 months of appointment).

#### **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.

#### **Skills:**

- 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

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- 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
- Networking skills and ability to build effective working relationships with a variety of stakeholders
- Ability to determine solutions to hazards and risks identified and report accordingly

### **REQUIREMENTS: Desirable Criteria**

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

#### **Qualifications & Training:**

- NEBOSH General Certificate
- NEBOSH Fire Certificate
- Level 3 Diploma in Fire safety

#### **Experience:**

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

#### **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 assessments and its application in the workplace

### **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.