

Service Document Standard Form:

Role Profile

Development Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

ROLE DETAILS:

Role Title:	Development Fire Safety Inspecting Officer
Grade:	Scale H
Service area:	Service Delivery
Responsible to:	Area Protection Manager

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

The Development Fire Safety Inspecting Officer (DFSIO) supports the Fire Authority's statutory duties under the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, and the Building Safety Act 2022 by providing advice, education, and proportionate regulatory support to responsible persons and businesses.

Through proactive engagement, inspection, and education, the DFSIO improves self-compliance, reduces fire risk, and strengthens the safety and resilience of the business community across Buckinghamshire and Milton Keynes.

This is a development role, designed as the entry point into the Protection function, with a structured progression pathway to competent Fire Safety Inspecting Officer (FSIO). The role requires the post holder to undertake a defined programme of learning, assessment, and supervised practice, progressing in competence, responsibility, and decision-making as qualifications and experience are achieved.

This role directly influences the safety of over 30,000 business premises within the Authority area, supporting regulatory compliance, public confidence, and economic resilience. All activities must be undertaken in accordance with the Regulators' Code and the Enforcement Management Model (EMM) to ensure fairness and proportionality.

The DFSIO will operate within defined competency boundaries, undertaking audits of simple premises independently in line with Service policy and competency sign-off. Upon achieving Level 4 Certificate in Fire Safety, the post holder will undertake audits of more complex premises and contribute to licensing and building regulations consultations, with enforcement activity remaining subject to supervision until the Level 4 Diploma is achieved.

The role also supports the promotion of business safety through digital engagement and communication, including participation in the creation of media content for Business Engagement campaigns.

This role requires a balance of technical fire safety knowledge, strong business engagement skills, and the ability to manage complex or sensitive compliance discussions with

Service Document Standard Form:

Role Profile

Development Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

businesses.

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

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

- Undertake a structured development programme aligned to the NFCC Fire Protection Competency Framework, progressing from supervised activity to increased autonomy as competence is demonstrated.
- Undertake audits of simple premises independently in line with Service policy and competency sign-off.
- Undertake audits of complex premises and contribute to licensing and building regulations consultations upon achieving Level 4 Certificate in Fire Safety, with enforcement activity remaining supervised.
- Work within defined competency boundaries at all times, seeking guidance and escalation where required to ensure decisions remain proportionate, consistent, and legally robust.
- Provide business engagement and compliance support through proactive outreach, thematic reviews, and fire safety awareness initiatives.
- Support enforcement measures where non-compliance is identified, escalating cases appropriately.
- Promote fire safety compliance through training and advisory support, ensuring businesses understand their legal obligations.
- Contribute to data-led targeting and evaluation of business engagement outcomes.
- Engage proactively with businesses through targeted visits, thematic reviews, and sector-specific engagement initiatives.
- Provide expert guidance on fire risk assessments, ensuring businesses understand and meet fire safety legislation requirements.
- Support enforcement actions by identifying and escalating potential breaches of fire safety law.
- Deliver fire safety awareness training to businesses, local authorities, and partner organisations.
- Provide Business Continuity advice, helping businesses understand and manage fire risk resilience.
- Draft reports, fire safety recommendations, and correspondence to businesses and planning authorities.
- Monitor the progress of new and refurbished premises, ensuring compliance with fire

Service Document Standard Form:

Role Profile

Development Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

safety requirements.

- Support post-incident engagement with businesses to improve compliance following fire-related incidents.
- Collaborate with external partner authorities and enforcement bodies to support joined-up regulatory action where responsibilities overlap.
- Actively contribute to Protection, Prevention, and Response activities to deliver a co-ordinated approach to fire risk reduction.

DECISION MAKING:

Make decisions:

- Make informed, professional decisions when assessing fire safety risks and advising businesses within defined competency levels and scope of authority.
- Determine appropriate engagement strategies for businesses based on risk levels and compliance history, including contribution to licensing and building regulations consultations in line with competency level.
- Apply the Regulators' Code and Enforcement Management Model in a supervised capacity where enforcement decisions are required, ensuring all actions are proportionate and consistent with Service policy.
- Escalate complex or high-risk cases to senior fire safety officers for further enforcement action.
- Identify and implement improvements in business engagement strategies and fire safety advisory services.
- Undertake decision-making appropriate to qualification and competency level, recognising when to seek guidance, supervision, or escalation.

Significant say in decisions:

- Contribute to the development of fire safety policies and engagement initiatives.
- Advise on best practices for business fire safety compliance based on emerging risks and industry trends.
- Promote service-wide learning and information sharing from business engagement activities.
- Identify inefficiencies in fire safety compliance processes and recommend improvements.
- Support internal assurance, audit, and performance monitoring activities to strengthen consistency and governance.
- Progressively contribute to enforcement-related decision-making as competence develops and formal authorisation is achieved.

Service Document Standard Form:

Role Profile

Development Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

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

Internal:

- Regular engagement with Protection Teams, Business Fire Safety Inspecting Officers, and the Area Protection Manager.

External:

- Frequent liaison with business owners, responsible persons, partner authorities and enforcement bodies, and other Fire & Rescue Services.
- Engage with business networks, trade associations, professional bodies, and regulators to promote consistent fire safety messaging and shared learning.

PERSONAL REQUIREMENTS:

- Maintain a continuous CPD portfolio and participate in internal quality assurance (QA) and peer review in accordance with BFRS Protection QA processes.
- 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 relevant policies and procedures
- To support the effective implementation and embedding of equality, diversity and inclusion
- To share the Service's commitment to safeguarding and promoting the welfare of children and vulnerable adults
- To undertake, with appropriate training, the duties of other roles as required
- To support the development of colleagues where appropriate, under guidance
- 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
- Demonstrate progression towards competence in line with the NFCC Fire Protection Competency Framework for Business Safety Regulators
- Maintain high professional standards in business engagement, ensuring clarity and consistency in fire safety advice
- Confidently manage complex or sensitive compliance discussions with businesses

Service Document Standard Form:

Role Profile

Development Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

- Demonstrate enthusiasm and confidence in representing the Service through social media, photography, and video content to support Business Engagement campaigns
- Contribute to the creation and promotion of digital content that enhances the visibility and impact of the Business Engagement Team
- Actively engage in a structured development programme, demonstrating commitment to learning, assessment, and continuous improvement in line with the requirements of the role.
- Work under appropriate supervision, recognising personal competency limits and seeking guidance where required to ensure safe, proportionate, and consistent regulatory outcomes.
- Demonstrate progression in competence, responsibility, and professional judgement in line with qualification achievement and Service competency frameworks.

Behaviours we are looking for:

- **Professional:** Upholds integrity, compassion, and respect. Values diversity and advocates inclusiveness
- **Connected:** Personable with strong communication skills. Builds meaningful relationships and manages stakeholders effectively
- **Empowering:** Supports team success, celebrates achievements and fosters a collaborative environment
- **Ambitious:** Creative problem solver who embraces new technology. Proactive and able to juggle multiple projects

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 driving license (due to fieldwork and site visits).
- Level 3 Certificate in Fire Safety.
- Level 4 Certificate in Fire Safety (or must be obtained within 12 months of appointment).
- Level 4 Diploma in Fire Safety (or must be obtained within 24 months of appointment).

Progression through these qualifications is linked to staged development, scope of practice, and competency sign-off in line with Service policy.

Service Document Standard Form:

Role Profile

Development Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

Failure to achieve required qualifications within defined timescales may result in review of role suitability in accordance with Service procedures.

Experience:

- Experience conducting fire safety inspections, audits, or fire risk assessments.
- Knowledge of fire safety legislation, including the Regulatory Reform (Fire Safety) Order 2005.
- Experience advising businesses on compliance or regulatory requirements.

Skills & Knowledge:

- Strong interpersonal and negotiation skills, particularly in compliance discussions.
- Ability to explain complex fire safety regulations in clear, practical terms.
- Report writing and data management skills, ensuring accurate documentation of inspections and recommendations.
- Problem-solving skills to determine practical solutions for fire safety risks.
- Organisational skills to manage inspections, engagement events, and advisory work effectively.
- Competent in the use of Microsoft Office and other digital tools to support data management, reporting, and business engagement media production.
- Able to manage multiple workstreams effectively, balancing business engagement activity, ongoing audit work, and development tasks such as learning or shadowing, while maintaining progress on incomplete workloads.
- Confident communicator with strong interpersonal skills, capable of engaging positively with a wide range of stakeholders, colleagues, and partners at all levels of authority.

REQUIREMENTS: Desirable Criteria

Qualifications & Training:

- NEBOSH Fire Certificate (preferred).
- NEBOSH General Certificate.
- Specialised fire safety training or experience in fire engineering.

Experience:

- Previous operational firefighting, fire investigations, or fire engineering experience.

Service Document Standard Form:

Role Profile

Development Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

- Experience working in a regulatory or enforcement role.

Skills & Knowledge:

- Understanding of the Fire & Rescue Service's role in fire safety regulation and enforcement.
- Familiarity with fire safety legislation and the principles of fire 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.

The post holder must be prepared for a mix of office-based and field work, including occasional evening or weekend events linked to business engagement campaigns.

Hybrid working and regional travel may be required to support community and partnership engagement.

Business engagement activities may involve working with stakeholders who hold differing views or levels of understanding regarding compliance and regulation, requiring tact, professionalism, and strong communication skills.

The role requires adaptability and commitment to ongoing training as fire safety regulations and guidance evolve over time.

Where applicable, the Service will provide ongoing training and support to develop further qualifications. Individuals should be aware that a period of supervised learning and assessment is required before independent audit work can be undertaken.

This is a structured development role with a defined progression pathway to competent Fire Safety Inspecting Officer (FSIO). The post holder is expected to actively engage in learning, assessment, and supervised practice, progressing in responsibility and autonomy as qualifications, experience, and competency are achieved.

The role operates within defined competency levels, with scope of practice increasing in line with qualifications (Level 3, Level 4 Certificate, and Level 4 Diploma) and formal Service sign-off.

Failure to demonstrate progression, achieve required qualifications, or meet competency standards within defined timescales may result in review of the individual's suitability to remain within the role.

Service Document Standard Form:

Role Profile

Development Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

This role profile will be supplemented by annual objectives, 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.