

Service Document Standard Form:**Role Profile:****Fire Safety Inspecting Officer***Linked documents: Job Evaluation Guidance Note***Buckinghamshire**
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Role Title:	Inspecting Officer
Grade:	D
Service area:	Service Delivery
Responsible to:	Protection Team Leader

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

The Fire Safety Inspecting Officer (FSIO) supports the Fire Authority's statutory duties under the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, the Building Safety Act 2022 and associated fire safety legislation by delivering proportionate, risk-based regulation across Buckinghamshire and Milton Keynes.

The post holder undertakes fire safety audits and inspections of regulated premises, including complex and higher-risk residential buildings, provides specialist advice, determines appropriate regulatory outcomes, and takes formal enforcement action where necessary. Where audits involve matters beyond their individual competence, including specialist fire engineering issues, the post holder will recognise the limits of their competence and obtain appropriate advice or support.

The post holder leads investigations into suspected breaches of fire safety legislation, prepares enforcement cases and prosecution files, and represents the Fire Authority in legal proceedings where required.

The post holder provides specialist advice on statutory consultations, including building regulations, licensing, planning and other regulatory consultations, supporting safe building design, alteration, refurbishment and occupation.

The role requires the post holder to exercise professional judgement in accordance with the Regulators' Code, the Enforcement Management Model (EMM), Service policies, procedures and the NFCC Fire Protection Competency Framework, ensuring regulatory decisions are proportionate, consistent and legally robust.

DIMENSIONS OF THE ROLE: *The key statistics associated with the role***Financial** – N/A**Staff Responsibilities** – N/A

Service Document Standard Form:

Role Profile:

Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
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Any other statistical data:

- Responsible for regulating a diverse portfolio of regulated premises, including complex and higher-risk residential buildings.
- Contributes to the delivery of the Service's Risk-Based Intervention Programme (RBIP), statutory consultation function and fire safety enforcement activities.

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

- To undertake Fire Safety Audits and inspections of regulated premises, including complex and higher-risk residential buildings, in accordance with Service policies and procedures, the NFCC Fire Protection Competency Framework and the post holder's assessed competence.
- To audit and provide advice on premises' fire risk assessments and evaluate, as necessary, fire safety design submissions to achieve compliance with relevant fire safety legislation.
- To actively gather information with respect to hazards to firefighters and manage this information in accordance with Service policies and procedures.
- To respond to statutory consultations, including building regulations, planning and licensing, providing professional fire safety advice to Building Control Bodies, local authorities and other regulatory agencies in accordance with Service policies and procedures.
- 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 represent the Service at external meetings.
- To prepare, recommend and progress informal and formal enforcement action in accordance with Service policies, procedures, the Regulators' Code and the Enforcement Management Model (EMM).
- To lead investigations into suspected breaches of fire safety legislation, gather and preserve evidence, prepare prosecution files and support legal proceedings under the Fire Safety Order.
- To actively engage and support Protection, Prevention and Response activities, contributing to a coordinated, risk-based approach to reducing community risk.
- To lead the preparation and delivery of fire safety training and education to Fire & Rescue Service personnel, external agencies, members of the public and others as required.
- To maintain professional competence through continuous professional development, ensuring work is carried out in line with Service policies and procedures, statutory guidance, national standards and the NFCC Fire Protection Competency Framework.
- To provide fire safety and business continuity advice to the local business community.
- To ensure the Station Commander (SC), Protection Manager or Team Leader is fully appraised of all matters and developments relating to fire safety audits and other activities as appropriate.

Service Document Standard Form:

Role Profile:

Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
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- 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, refurbishment, materials and demolition.
- To monitor the progress of new or refurbished premises for compliance with requirements and recommendations made under relevant fire safety legislation.
- To be responsible for maintaining accurate records and utilising electronic information from the Service Management Information System and Risk-Based Intervention Programme to support risk-based intervention planning, quality assurance, performance monitoring and regulatory decision-making.
- To be responsible for the preparation of fire safety reports, letters, enforcement notices and plans in accordance with Service policies and procedures.
- To initiate enforcement action in line with parameters set out in Service policies and procedures, applying the principles of the Regulators' Code and the Enforcement Management Model (EMM).
- Where necessary, provide support to the investigation of an offence.

DECISION MAKING:

Make decisions:

- To exercise professional judgement in determining appropriate regulatory outcomes, applying fire safety legislation, Service policies, procedures, the Regulators' Code and the Enforcement Management Model (EMM).
- To make evidence-based decisions on compliance, enforcement and consultation matters within the scope of the post holder's delegated authority and professional competence, seeking advice where matters fall outside individual competence.
- To maintain accurate records of regulatory decisions and the rationale supporting those decisions, ensuring they are proportionate, consistent, transparent and capable of external scrutiny.
- To work in accordance with Service policies and procedures, maintaining awareness of changes in legislation, national guidance and professional practice relevant to the role, and ensuring significant updates are shared with colleagues where appropriate.

Significant say in decisions:

- To make regulatory decisions on behalf of the Service in accordance with legislation, Service policies, procedures and nationally recognised good practice.
- To identify opportunities to improve policies, procedures, systems and working practices, contributing to continuous improvement, quality assurance and organisational performance.

Service Document Standard Form:

Role Profile:

Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
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CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

Internal:

- Provide professional advice and guidance to Protection, Prevention and Response personnel, senior managers and other Service departments on matters relating to fire safety legislation, enforcement and regulatory compliance.
- Liaise with colleagues to support risk-based intervention programmes, enforcement activity, operational risk information, business continuity and organisational objectives.

External:

- Develop and maintain effective working relationships with Responsible Persons, Building Control Bodies, the Building Safety Regulator, local authorities, licensing authorities, housing providers, enforcing authorities, emergency services, professional consultants, legal representatives, contractors and members of the public.
- Represent the Service at meetings, partnership groups, multi-agency forums, legal proceedings and other professional events, providing authoritative fire safety advice and maintaining productive working relationships.
- Communicate effectively with a wide range of stakeholders, adapting communication style to influence compliance, resolve issues, provide technical advice and support proportionate regulatory outcomes.

PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role, maintaining competence in line with Service requirements, national standards and the NFCC Fire Protection Competency Framework.
- To demonstrate conduct and behaviours in accordance with the Service's Code of Conduct, Promise, Values and Behaviours, and the NFCC Leadership Framework.
- To comply with the Service's aims, organisational values and behaviours and demonstrate these consistently in all aspects of the role.
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information, ensuring compliance with data protection legislation and Service information governance requirements.

Service Document Standard Form:

Role Profile:

Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
FIRE & RESCUE SERVICE
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- To ensure all aspects of health and safety are adhered to, taking reasonable care for their own health and safety and that of others, ensuring that all staff, visitors, contractors and others within the area comply with statutory requirements and Service policies and procedures.
- To undertake, with appropriate training, the duties of other roles as reasonably required.
- To support, mentor and share professional knowledge with colleagues where appropriate, contributing to the development of individual and team capability.
- To contribute to the development and implementation of relevant policies and procedures.
- To attend meetings as required and submit information in appropriate formats as required.
- To undertake any other duties which fall within the broad spirit, scope, **level** 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.
- Level 4 Diploma in Fire Safety.
- Demonstrable competence in undertaking fire safety audits, statutory consultations and enforcement activities across regulated premises.
- A full UK driving licence.
- Competent in the use of Microsoft Office applications.

Experience:

- Experience of undertaking fire safety audits across a range of regulated premises, including complex and higher-risk residential buildings.
- Experience of applying fire safety legislation to determine appropriate regulatory outcomes, including informal and formal enforcement action.
- Experience of undertaking statutory consultations relating to building regulations, planning and licensing.
- Experience of investigating fire safety offences and preparing evidence to support enforcement action and, where appropriate, prosecution.
- Experience of working collaboratively with internal and external stakeholders to achieve proportionate regulatory outcomes.

Service Document Standard Form:

Role Profile:

Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
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Skills:

- Excellent written and verbal communication skills.
- Ability to interpret and apply fire safety legislation, national guidance and Service policies to complex regulatory situations.
- Ability to exercise sound professional judgement, make evidence-based decisions and justify regulatory outcomes.
- Ability to prepare clear, concise and accurate technical reports, correspondence and legal documentation.
- Ability to prioritise workloads and manage competing demands effectively.
- Ability to work independently and as part of a team.
- Ability to build and maintain effective working relationships with Responsible Persons, enforcing authorities, partner agencies and other stakeholders.
- Ability to mentor and support the development of less experienced colleagues where appropriate.

Knowledge:

- Comprehensive knowledge of the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, the Building Safety Act 2022 and associated fire safety legislation.
- Knowledge of the Regulators' Code and the Enforcement Management Model (EMM).
- Knowledge of Approved Document B, relevant British Standards and nationally recognised fire safety guidance applicable to the role.
- Knowledge of the NFCC Fire Protection Competency Framework and its application to operational fire safety regulation.

REQUIREMENTS: Desirable Criteria

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

Qualifications & Training:

- NEBOSH General Certificate
- NEBOSH Fire Certificate
- 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
- Experience of remediation activity, the Building Safety Regulator Regime or multi-agency regulatory work.

Service Document Standard Form:

Role Profile:

Fire Safety Inspecting Officer

Linked documents: Job Evaluation Guidance Note



Buckinghamshire
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Skills:

- Demonstrates the appropriate commitment to personal development, in accordance with Service expectations and values
- Ability to interpret complex fire safety design information and apply fire engineering principles within the limits of individual competence.
- Ability to deliver training, presentations or technical briefings to internal and external audiences.
- Ability to contribute to quality assurance, peer review and the continuous improvement of Protection processes and practice.

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

- The post holder must maintain competence in accordance with the NFCC Fire Protection Competency Framework and Service competency requirements, participating in continuing professional development and quality assurance assessments where required.
- The post holder may be required to work flexibly, including outside normal office hours, and participate in out-of-hours arrangements where required to support operational and regulatory activities.
- The post holder will be expected to maintain the knowledge, skills and behaviours necessary to undertake the role safely, lawfully and effectively, keeping abreast of changes in legislation, national guidance and professional practice.