



HAMPSHIRE AND ISLE OF WIGHT FIRE AND RESCUE SERVICE

JOB DESCRIPTION

<u>Job Title</u>	Fire Safety Inspector (Operational Support) – Grey Book
<u>Function</u>	Community Safety
<u>Allocated Role</u>	Watch Manager
<u>Location</u>	TBC
<u>Reports To</u>	Protection Manager

Job Purpose

Be part of a dynamic, agile and highly skilled team to continuously review and be able to respond to increased demand and changes.

To support change management initiatives, within the Service, which could include team, section, department, or organisation restructures

To undertake the role of a Fire Safety Inspector dealing with daily activities and supporting our Operational Teams which may include:

- Undertake Risk Based Inspection Programme - pre planned and reactive i.e. post incident, Alleged Fire Risks (AFR), post statutory consultation etc at Level 4 Diploma – Fire Safety Inspector
- Providing advice, support and guidance to business owners and others, to help them to reduce the risk from fire.
- Formally enforcing the Fire Safety Order by collecting evidence and writing reports.
- Undertaking statutory consultations with other authorities.
- Working with other authorities and partners to reduce risk.
- Respond to Alleged Fire Risks.
- Review and update Policy documents
- Complete Fire Risk Assessments of premises within HIWFRS stock.
- Attend major events where Operational Risks exist and pre-plan alongside responding teams.
- Maintain Operational competence for organisational resilience
- Respond to incidents to support incident resolution
- Support local Response Teams with.
 - Fire Safety Checks
 - Enquiries and concerns
 - Initial acquisition of knowledge (Protection competencies)
 - Maintenance of competence (Protection competencies)
 - Support Response personnel to develop Premises Risk Information and post incident activity

- Development of Operational Risk information
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Accountability Statements

Principal Accountabilities

1 Managing Activities

Manage your daily activities to achieve agreed objectives as set down by Protection Managers and the Group Manager.

You will work within the Health, Safety and Welfare Practices and Guidelines of Hampshire and Isle of Wight Fire and Rescue Service.

2 Management of Information

Comply with and/or ensure compliance with the Service's Data Protection Policies and the Data Protection Act/Freedom of Information Act and other relevant legislation.

You will inform and advise others on fire service matters within your own area of responsibility and authority and record your findings. Where necessary you will hold meetings of small groups of people with clear objectives and agendas to make the best use of the time available.

Monitor and provide up to date information to managers to ensure accurate statistics are available to facilitate management decision making and compliance with statute.

3 Effective Personal Performance

Positively promote the Service to both internal and external audiences to both reflect and enhance the professional image of the department and the Service.

By establishing and maintaining effective working relationships, you will take responsibility for your own personal performance and development. This will include obtaining feedback, updating personal development plans and being proactive in identifying development needs aligned to the competency framework.

Performance will be assessed through the objectives that are agreed during professional discussions and in recognition of the accountabilities contained within the Job Description and Role Map.

To work within the Service's agreed core values, Code of Conduct and agreed policies, service orders, procedures, and good practice aligned to the service charter

Look to create commercial opportunities for the Fire Authority through its community interest company, 3Sfire.

4 Investigate and Report

By gathering information, providing findings and conclusions, you will investigate and report on events in various formats (written and verbal) to improve community and firefighter safety, serving of formal notices following legal procedures, and inform future best practice.

Communicate the details of potential operational hazards, identified during the course of fire safety inspections, to facilitate a safe and effective response in the event of fire or another emergency.

5 Resource Management

By making positive and constructive recommendations within your own sphere of responsibility, support the efficient use of resources.

6 Inclusion and Diversity

Actively comply with the Service's Inclusion and Diversity Policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

By working within and actively supporting the Service policies on Inclusion and Diversity at work you will demonstrate compassion, care and understanding in your dealings with workplace colleagues and the public.

7 Health and Safety

Hampshire and Isle of Wight Fire and Rescue Services Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts.

Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

You must adopt working principles that recognise the Health and Safety requirements for the tasks in relation to your own actions and those of others in the workplace. It is your responsibility to comply with Health and Safety legislation and HIWFRS Policies and Procedures.

Specialist Accountabilities

Fire Safety Advice

You will:

- Positively promote Hampshire and Isle of Wight Fire and Rescue Service and its services to the public, to reflect and enhance the professional image of "The Service" and encourage partnership working with all stakeholders.
- Provide advice to the community and respond to requests for technical information by proactively promoting fire safety best practice, to reduce the incidence of fire and fire related casualties.
- Encourage and support the business community to take responsibility for the reduction of risk, over and above minimum standards to provide a safer working environment.
- Provide advice on business continuity and community resilience as appropriate
- Promote effective working relationships with Local and Regulatory authorities.

Fire Safety Enforcement

Through risk-based audits and inspections you will ensure compliance with current fire safety legislation.

Where necessary you will provide advice on methods of achieving compliance and take the appropriate action to formally enforce fire safety legislation, including the instigation of prosecutions where necessary, ensuring that risk from fire and fire related casualties are minimised therefore making life safer for those who work, live, and visit Hampshire and the Isle of Wight.

Maintenance of Professional Standards

By achieving and maintaining competencies as detailed in the Vocational Qualifications standards for “Fire Safety Inspector”, you will apply specialist fire safety skills and knowledge to effectively support and manage the delivery of Community Safety and the enforcement of fire safety legislation to the business community.

You will take individual responsibility to maintain current awareness of activities in the specialist Community Safety field through information sources, including technical journals and the technical reference facilities provided by HIWFRS and published on Moodle. You will maintain a Continuous Professional Development (CPD) log and meet the professional standards for CPD

Maintaining Operational Knowledge and Competence (Organisational Resilience)

You will be required to attend planned MOC courses to maintain operational knowledge. You will be capable, if required, of responding to operational incidents and implementing an appropriate course of action. You will lead and support people to resolve operational incidents and to close-down the operational phase of an incident and conduct a debrief with relevant people.

Operational Support – Response Teams

You will be able to support Operational Teams (Response) to enable them to put Fire-Fighter Safety and risk identification at the centre of preventative activities. To achieve this you will:

- Attend major events where Operational (Response) Risks exist and pre-plan alongside responding teams.
- Respond to incidents to support incident resolution. This will also be at complex buildings as a Built Environment Response Officer, on a rota basis, providing cover as required by the service outside of core hours
- Support local Response Teams with.
 - Fire Safety Checks
 - Enquiries and concerns
 - Initial acquisition of knowledge (Protection competencies)
 - Maintenance of competence (Protection competencies)
 - Support Response personnel to develop SSRI's and post incident activity

- Development of Operational Risk information

Physical Fitness

Maintain the required level of physical fitness to meet the physical demands placed upon the role as determined by the Service Policy

Owner: Head of HR
Date:
Author: Protection GM
Date Reviewed:



**HAMPSHIRE AND ISLE OF WIGHT
FIRE AND RESCUE SERVICE**

PERSON SPECIFICATION

FIRE SAFETY INSPECTOR (OPERATIONAL SUPPORT) – GREY BOOK

Key Accountabilities	Experience and Competency Required	Importance (E = Essential) (D = Desirable)
Generic		
1 Functional Management	<p>At least 2 years experience in a fire safety related post.</p> <p>Has a knowledge of current fire safety legislation and how it is applied in the UK Fire and Rescue Service.</p> <p>Holder of a full, clean UK driving licence with a good, accident-free driving record.</p>	<p align="center">D</p> <p align="center">E</p> <p align="center">E</p>
2 Management Information	<p>Be a competent communicator, both verbally and in writing, with evidence of experience of the ability to discuss complex technical issues with persons of varying levels of technical knowledge.</p> <p>Ability to interpret technical codes and guides.</p> <p>Computer literate and conversant with modern IT applications, especially Windows based technology</p>	<p align="center">E</p> <p align="center">D</p> <p align="center">E</p>
3 Public Relations	<p>Ability to communicate with the public, conveying information of a technical nature, so that it can be understood.</p> <p>Demonstrates an understanding of the benefits of integrated risk management and it's role in the fire service.</p>	<p align="center">E</p> <p align="center">D</p>
4 Inclusion and Diversity	Demonstrate a knowledge of the HIWFRS policy on Inclusion and Diversity.	E

5	Fire Safety Inspections	Understanding of audit type fire risk assessment inspections. Be physically capable of gaining access to areas of buildings and plant under construction.	D D
6	Fire Safety Advice	Ability to interpret and effectively communicate the meaning of complex technical guidance and requirements to all levels of the community.	E
7	Health and Safety	Conversant with current health and safety legislation and its practical application in the workplace. Demonstrate knowledge of health and safety at work issues, recognised by a formal qualification/s. Experience of premises inspection for health and safety purposes.	E D D
8	Operational Hazards and Risks	Able to assess risk and quantify hazards to response personnel and to identify unusual systems or processes.	D
9	Training and Development	Willing to undertake any additional training and development appropriate to this post.	E
10	Outside employment	Does not carry out any outside employment which has the potential to conflict with any HIWFRS activities or service policy	E
11	Operational Competencies	Demonstrate maintained operational knowledge enabling response to operational incidents and implementing an appropriate course of action.	E
12	Operational Understanding	You will be able to demonstrate an understanding of Operational Teams (Response) and the priorities and risks associated with their work	E
13	Operation Support	You will be able to support Operational Teams (Response) to enable them to put Fire-Fighter Safety and risk identification at the centre of preventative activities.	E
14	Physically Fit – Operational Duties	Demonstrate the required level of physical fitness to meet the physical demands placed upon the operational (Response) role as determined by the Service Policy	E

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