



HAMPSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

<u>Job title</u>	Fire Engineering and Consultation Team (FECT) Manager
<u>Function</u>	Community Safety
<u>Allocated role</u>	Grade N
<u>Location</u>	Service Headquarters
<u>Reports to</u>	Fire Engineering and Technical Manager
<u>Responsible for</u>	Ensuring the delivery of the Fire Authority's statutory duty to consult regarding building construction and alterations. Reducing risk within the built environment during the consultation process. Improving operational effectiveness, by providing operationally relevant information to other parts of HFRS as appropriate. Providing technical support to Community Safety and other areas of the Service. Supporting 3SFire with the delivery of commercial services in relation to fire engineering.

Job Purpose

To provide line management for the staff members forming the Fire Engineering and Consultations Team (FECT).

To ensure both the development and maintenance of the necessary technical competencies of team members, to standards appropriate to the role.

To ensure the quality of outputs from the FECT, through the implementation of a formal quality assurance procedure.

To provide advice and assistance to the Community Safety Department, to support technical standards and enforcement activities.

To provide advice and assistance to the Enforcement Support Team (EST) to support technical standards; enforcement activities; and Fire Investigation activities.

To support the Academy with facilitating the provision of technical and Fire Engineering information and training to Hampshire Fire and Rescue Service (HFRS) staff, as appropriate, to ensure effective implementation of the wider aims of the Service.

To work with internal and external partners to identify and develop new services and information exchange routes, whereby the activities of the wider HFRS can be

streamlined and improved, using capabilities and experiences appropriate to the FECT.

To ensure the provision of competent Fire Engineering Services to 3Sfire to support their business development plan.

To deputise for the Fire Engineering and Technical Manager when required and appropriate.

To champion and actively promote the Core Values of HFRS, ensuring that these are central to all aspects and activities of the Service.

Accountability Statements

Principal Accountabilities

1 Implementing Organisational Strategy

Implement organisational strategy in accordance with the HFRS Service Plan, through the allocation of roles and responsibilities, delegation of tasks, provision of support and by maintenance of effective working relationships with key stakeholders.

2 Implementing and Managing Change

Implement and manage change in accordance with HFRS policies and procedures. You will be responsible for delivering the objectives of the FECT plan and for identifying areas for improvement and development. You will have responsibility to providing advice to the Service regarding changes to legislation and guidance regarding fire safety and the built environment.

3 Physical and Financial Resource Management

Determine the effective use of physical and financial resources in line with the Service and FECT Plans, including a CPD budget. Implement, develop and update the FECT plan as appropriate to ensure Service priorities and objectives are achieved.

4 Managing Activities

Plan and implement activities to meet service delivery needs in line with Corporate Aims and the FECT plan. Monitor work activities; evaluate work plans; and make recommendations for improvements to work activities.

5 Selecting Personnel

Identify requirements and select personnel to meet those requirements in line with HFRS Policies and the needs of the FECT. Consult with colleagues and specialists to ascertain the requirements and use objective information gathering about candidates whilst seeking to promote workforce diversity.

6 People Management

Allocate and delegate work to team members; agree objectives; assess performance; and provide feedback. Resolve performance issues of individuals in line with HFRS policies. Clarify expectations, goals and objectives for team members, so they understand what they are being measured against.

7 Human Resource Development

Identify discrepancies between Service needs and Personnel competencies in respect of FECT activities. Enable all team members to identify and communicate their own development needs. Plan and provide learning opportunities to ensure personnel are developed to meet the changing demands of their role.

8 Personal Development

Identify personal development needs and implement a personal development plan. Continuously improve working relationships and organise own work to meet HFRS objectives.

9 Quality Systems and Policies

Develop and implement quality systems and policies to ensure that the Service is meeting its statutory duties in relation to consultation activities. Monitor compliance and make recommendations for improvements to such systems and policies as appropriate.

10 Information Management and Communications

Manage the use, storage and handling of information, including the use of communication systems to support service delivery needs. Monitor the effectiveness of any such system and make recommendations for improvements.

11 Project Management

Develop ideas to achieve the goals and objectives within the FECT plan. Agree project scope and definition with team members; identify and co-ordinate the necessary resources and controls; identify and communicate with key stakeholders (either internal or external); identify team members, co-ordinate activities; and provide governance regarding gateways and controls.

12 Equality and Diversity

Actively support the Service policies on Equality and Diversity and Fairness and Dignity at work. Develop and encourage an organisational culture that positively

reflects best practice on equality and diversity issues and that meets the Service's legal and ethical obligations and our Core Values.

13 Health and Safety

Promote a positive attitude towards the development and maintenance of a Health and Safety culture through all aspects of the organisation. Ensure tram members are aware of their responsibilities; that they comply with Health and Safety Legislation and HFRS Policies and Procedures. Be aware of welfare issues that may affect your personnel and be proactive in assisting and supporting them.

Specialist Accountabilities

1 Fire Safety and Fire Engineering Skills and Knowledge

By achieving and maintaining competencies as detailed in the IFE Level 5 Diploma in Fire Engineering Design, you will apply specialist fire safety skills and fire engineering knowledge, to effectively support and manage the performance of FECT personnel, in the provision of best practice advice to internal and external partners.

2 Professional registration and ethical conduct

You will be registered with a Professional Engineering Institute (PEI) and the UK Engineering Council and will adhere to relevant codes of conduct and ethical standards.

3 Maintenance of Professional Standards

You will take individual responsibility to maintain current awareness of activities in the field of Fire Engineering and Building Regulation through information sources, including technical journals, CPD events and online resources. You will maintain a CPD log and meet the professional standards for CPD as set down within your PEI's code of conduct.

4 Provide support to the Authority's commercial trading arm

Facilitate and organise the release of Fire Engineering personnel where appropriate and workloads allow, to conduct activities on behalf of 3SFire. Ensure the Service's statutory commitments take priority and are not compromised by commercial activity.

The performance of the post holder will be assessed through the objectives that are agreed by the PDR process and by reference to the accountabilities contained within the Job Description and Role Map.

References:

Service Plan 2015-2020 - <https://www.hantsfire.gov.uk/about-us/plan/>

The IFE Level 5 Diploma in Fire Engineering Design
https://www.ife.org.uk/write/MediaUploads/Exams/Level_5_Diploma_in_Fire_Engineering_Design.pdf

IFE code of conduct

[https://www.ife.org.uk/write/MediaUploads/Documents/IFE Code of Conduct updated April 18.pdf](https://www.ife.org.uk/write/MediaUploads/Documents/IFE_Code_of_Conduct_updated_April_18.pdf)

Owner: Head of Community Safety

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Author: GM Fire Engineering and Technical Standards
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