**JOB DESCRIPTION**

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| **POST TITLE** | Business Fire Safety Inspecting Officer |
| **GRADE** | Grade 4 In training Grade 6 In training Grade 7 Qualified |
| **FUNCTION** | Prevention & Protection |
| **PERMANENT BASE** | Various locations within South Yorkshire |
| **RESPONSIBLE TO** | District Fire Safety Team Leader |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

To contribute to the risk reduction aims and objectives of South Yorkshire Fire and Rescue, and the discharge of its statutory fire protection duties and responsibilities by:

* Undertaking regulatory fire safety audits, and related activities.
* Providing fire safety advice, guidance, engagement and technical support.

**MAIN DUTIES AND RESPONSIBILITIES**

1. Deliver service objectives by undertaking fire safety audits of all regulated premises. To include simple, complex, specialist and higher risk premises utilising advanced theoretical, practical and procedural knowledge.
2. Within procedural scope, work independently to identify and analyse fire safety standards in order to determine appropriate solutions or interventions, some of which may impact on the long term safety of the communities within South Yorkshire.
3. Undertake enforcement action in line with SYFR policies and procedures by preparing and issuing statutory legal fire protection enforcement notices, reports, letters and alterations notices independently whilst following national and BFS guidelines and supporting the principles detailed in the Regulators Code.
4. In accordance with the principals of the Regulators Code, use advanced authoritative, influencing and negotiating skills to ensure responsible persons take appropriate action to safeguard relevant persons.
5. Liaise with other enforcing authorities in respect of fire safety critical matters, particularly where immediate action is required to safeguard relevant persons, for example, the re-housing of displaced occupants following a prohibition or restriction notice being served.
6. Identify and share critical fire safety information to ensure firefighter safety and assist decision making at operational incidents. Provide fire safety liaison, support and training to emergency response staff in order to develop fire safety awareness within the built environment.
7. Represent the Fire & Rescue Authority in relation to fire safety matters both internally and with other agencies involved in the safety of occupants, building design or construction.
8. Provide fire safety advice, and promote business resilience within the communities of South Yorkshire in a clear and simple manner, including the support of local and national initiatives.
9. Initiate prosecution investigations and act as primary investigating officer where offences have placed relevant people at risk of death or serious injury in case of fire. To include the preparation of case files, the carrying out of PACE interviews, cautioning of witnesses, taking and preparing statements and the collection of evidence and giving evidence at a tribunal/court as a technical/professional witness or representative of the Fire Authority.
10. Investigate and identify conditions where relevant persons are put at risk of death or serious injury, and liaise with respective authorised officers. Where necessary, serve a prohibition or restriction and prepare reports.
11. Complement the personal and professional development of colleagues, and enhance the efficiency and effectiveness of the Business Fire Safety team by providing support, mentoring and training, and identifying learning opportunities.
12. Proactively establish and maintain productive working relationships with other local and national regulators, agencies and authorities. Gather and share intelligence relating to the identification and reduction of community risk and the promotion of fire safety.
13. Work in accordance with the guidelines of better regulation within the Primary Authority Scheme and understand the statutory processes required between SYFR other Fire and Rescue Services and stakeholder enforcing agencies.
14. Undertake and record continuous professional development (CPD) in line with the current National Fire Chiefs Council (NFCC) competency framework, and maintain in-depth knowledge and understanding of fire safety policies, procedures, relevant current legislation, codes of practice and other related technical fire safety matters.
15. Attend departmental meetings, training sessions and courses identified as appropriate to the role, which may involve attendance on external courses. Where necessary, undertake additional training in relation to the regulation of certain specialist premises.
16. To undertake any such duties, as may be agreed and directed by the District Fire Safety Manager, which are commensurate with the grade.
17. Undertake inspections of premises storing explosives or petroleum spirit. Where necessary, enforce respective certificates, licences and regulations.
18. Respond to statutory and non-statutory consultations, advising on fire safety issues relating to the planning, occupation, construction, demolition and/or refurbishment of regulated premises.
19. Undertake work in accordance with the common competency standards and code of ethics for fire safety regulators as outlined within the NFCC competency framework, including where necessary appropriate registration.
20. Use electronic systems and databases to accurately interrogate, populate, retrieve and process information, including the Community Fire Risk Management Information System (CFRMIS) and Document Management (DM) System.
21. Maintain compliance with organisational policies and procedures including Health and Safety, Equality and Inclusion, General Data Protection and Safeguarding.
22. Comply at all times with the employee code of conduct, service behaviours and code of ethics for fire and rescue staff.
23. Fully participate in the service’s personal review process, appropriate to the requirements of the role.
24. Successfully complete any training and development opportunities required for the role.
25. Practice and promote the service’s equality & diversity and health, safety & wellbeing policies.
26. Carry out other duties from time to time as required, appropriate to the grading of this post

**ANY OTHER INFORMATION** (including special conditions of service)

The job will entail agile working using the latest technology, and will include working flexibly in locations across South Yorkshire. It may also on occasions involve the completion of work beyond core hours.

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

**PERSON SPECIFICATION Evidence Key: TBC**

Application Form – **AF**

 Selection Process - **SP**

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| **Criteria** | **Essential** | **Desirable** | **Evidence** |
| **Education, Training and Qualifications** |  |  |  |
| Hold a current valid full car driving licence. | X |  |  |
| GCSE Level (Grade A-C) in Mathematics and English or equivalent. | X |  |  |
| Level 4 Diploma in Fire Safety (or equivalent) or willing to work towards | X |  |  |
| Willing to work towards BTEC Diploma in Advanced Investigative Practice Level 7 or equivalent. | X |  |  |
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| **Special Knowledge and Skills** |  |  |  |
| Be able to define the legislative framework and the mechanisms of enforcement of fire protection in all categories of new, altered and existing buildings. | X |  |  |
| Understand the principles of fire safety including their application, role and importance. In particular, those associated with fire cause and development, passive and active systems, management, means of escape, human behaviour and fire-fighting facilities. | X |  |  |
| Be able to undertake and evaluate fire risk assessments, and recognise various risk assessment methodologies. | X |  |  |
| Be able to demonstrate an awareness of cost benefit analysis to ensure that fire protection works required are proportionate to the costs incurred. | X |  |  |
| Understand where the application of prescriptive codes is necessary for specific inspection types, and where the limitations of prescriptive codes may justify departures within the scope of fire risk assessment. | X |  |  |
| Ability and competence to convey simple and complex information in a clear manner to a wide range of audiences, including the delivery of fire safety training. | X |  |  |
| Ability to self-motivate and prioritise work in order to achieve targets and meet strict deadlines with minimum supervision. | X |  |  |
| Ability to use appropriate communication, and utilise interpersonal skills to deal with emotional or confrontational situations. | X |  |  |
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| **Experience** |  |  |  |
| Proven practical experience in the application of fire protection legislation to effectively solve fire protection problems. | X |  |  |
| Competent at carrying out fire protection ‘*risk assessments’*. |  | X |  |
| Involvement in the issue of Improvement, Alterations, Enforcement and / or Prohibition Notices. |  | X |  |
| Have experience at leading discussions involving innovative thinking, and problem solving in relation to fire protection based issues. | X |  |  |
| Have experience of working as part of a team, having commitment and flexibility in personal working hours to meet objectives. | X |  |  |
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| **Personal Effectiveness** |  |  |  |
| Excellent written and communication skills. | X |  |  |
| Commitment to Equality and Inclusion and Health and Safety at work. | X |  |  |
| Ability to plan, prioritise and organise to deadlines. | X |  |  |
| Ability to communicate at all levels. | X |  |  |
| The ability to interpret technical data. | X |  |  |
| Good interpersonal skills. | X |  |  |
| The ability to work autonomously. | X |  |  |
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