**JOB DESCRIPTION**

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| **POST TITLE** | Business Fire Safety Advisor |
| **GRADE** | Grade 4 |
| **FUNCTION** | Protection |
| **PERMANENT BASE** | Various locations |
| **RESPONSIBLE TO** | Business Fire Safety Team Leader |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

To support businesses to understand and comply with their statutory duties relating to fire safety legislation, offering advice and educating those responsible for low risk, simple premises.

Increase the presence of SYFR in the business community, signposting businesses to further information and/or other relevant enforcing authorities where appropriate, to ensure SYFR fully contributes to the Government’s agenda of supporting economic growth through better regulation at a local level.

To support South Yorkshire Fire & Rescue to enable the safety of the community’s commercial environment (lower risk premises) through work under Fire Safety legislation, to ensure services are delivered consistently and in accordance with Service policies and procedures.

**MAIN RESPONSIBILITIES**

1. To provide advice and education to support a diverse range of business owners and Responsible Persons to meet their statutory obligations under fire safety legislation through partnership working and development of links with business groups, associations and bodies.
2. To deal with fire safety enquiries and concerns made by external agencies, the business and voluntary sector, members of the general public and internal stakeholders.
3. Resolve simple and intermediate fire safety issues and escalate complex matters, signposting identified breaches of fire safety legislation (check and report activity), fire safety queries and complaints to a Fire Safety Team Leader.
4. To conduct desk based fire safety checks, and undertake audits of simple, low risk premises in relation to the risk based audit programme.
5. To assist business owners and Responsible Persons with business continuity and emergency planning advice by signposting them to relevant areas of the Service’s website.
6. To assist business owners by signposting them to other regulatory bodies or trade organisations.
7. To lead and coordinate follow up engagement activities at low risk regulated premises that have experienced a fire or for targeted activity, and provide fire safety and business continuity advice to business owners.
8. To work with emergency response staff to deliver coordinated specific fire safety promotions and campaigns to businesses.
9. To identify and capture relevant information on regulated premises not currently on the Service’s fire safety database and record details as appropriate.
10. To work with businesses and business owners to reduce the number of unwanted fire alarm signals from automatic fire detection and alarm systems and to promote sprinkler and suppression systems.
11. Manage, assess and evaluate your own work activities and develop proposals for improvement to facilitate work objectives and ensure continuous improvement.
12. Liaise, consult and build relationships with relevant stakeholders as required by legislation and attend meetings with other external bodies as necessary to aid business and organisational development. This may include stakeholders such as Trading Standards, HSE, EH and PAS. This duty will include providing support for BBFA projects and any similar type projects via the NFCC Business Fire Safety Campaign Calendar.
13. Attend training courses and seminars for continual professional development commensurate with the role.
14. Understand and comply with all policies, procedures and relevant legislation.
15. To undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the Service in order to meet Service priorities and business continuity requirements.
16. To promote the principles of better regulation in accordance with the governments growth agenda and the Regulators Code.
17. Comply at all times with the employee code of conduct, service behaviours and code of ethics for fire and rescue staff.
18. Fully participate in the service’s personal review process, appropriate to the requirements of the role.
19. Successfully complete any training and development opportunities required for the role.
20. Practice and promote the service’s equality & diversity and health, safety & wellbeing policies.
21. 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)

Flexi-time

The post may necessitate occasionally working in various locations within the County of South Yorkshire and may be required to travel outside of the County for meetings, training etc.

Therefore, the post holder may be required to travel to other locations and may involve working outside normally recognised office hours to meet the needs of the service.

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Current driving licence/ ability to drive. | X |  |
| GCSE Maths and English A-C or equivalent OR demonstrable work experience | X |  |
| Be willing to work toward the Level 3 Certificate in Fire Safety (or equivalent) in line with NFCC Competency Framework | X |  |
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| **Knowledge** |  |  |
| Knowledge and understanding of risk management processes and their application |  | X |
| Health and Safety issues relating to the duties of the post |  | X |
| Knowledge of Fire Safety legislation and how it is applied in the workplace |  | X |
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| **Experience** |  |  |
| Current in-depth knowledge of Fire Safety legislation, associated technical guides and codes of practice |  | X |
| Experience researching and / or creating promotional content for use on websites, social media, campaigns etc. |  | X |
| Understanding of Health and Safety Legislation |  | X |
| Data protection / security of data | X |  |
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| **Personal Effectiveness** |  |  |
| Interpersonal, verbal and written communication skills presented in a positive manner | X |  |
| Proven ability to work under own initiative, unsupervised, as well as within a team | X |  |
| Ability to meet objectives and deadlines in a changing environment and maintaining professional credibility | X |  |
| IT skills – MS Office including Word, Excel and PowerPoint | X |  |
| Research, analysis and interpretation of data in order to assess risk | X |  |
| Ability to engage and deliver information to a variety of audiences and signpost those requiring further support | X |  |