

## **WEST YORKSHIRE FIRE & RESCUE SERVICE.**

### **JOB DESCRIPTION.**

<b>POST TITLE:</b>	Fire Prevention Officer.
<b>GRADE:</b>	Grade 3.
<b>RESPONSIBLE TO:</b>	District Prevention Manager.
<b>RESPONSIBLE FOR:</b>	None.
<b>PURPOSE OF POST:</b>	To assist in reducing fire and road deaths and injuries of vulnerable individuals within West Yorkshire by providing specialised high risk interventions and advice. Working closely with relevant partner agencies to improve outcomes for vulnerable individuals.

### **MAIN DUTIES AND RESPONSIBILITIES**

1.1 To reduce the fire and road related fatalities and injuries in West Yorkshire by visiting vulnerable people in their homes and:

- Identifying areas of risk;
- Providing appropriate of advice and interventions;
- Reducing risk to an acceptable level;
- Making appropriate referrals where necessary and maintaining effective links with other agencies to assist in reducing these risks;
- Delivering the fire setters programme and undertaking arson reduction initiatives.

1.2 To provide expert advice, support and feedback to colleagues and partner agencies on high risk issues.

1.3 To use the Prevention Database to accurately record all prevention visits and activities undertaken.

1.4 To interrogate the Prevention Database to effectively prioritise and manage workloads in liaison with the District Prevention Manager (DPM).

1.5 To use the Prevention Database to assess the requirement for a HRI, providing feedback and support to station colleagues as required.

1.6 To attend multi-agency case meetings regarding high risk individuals, to provide information, expert advice and support.

1.7 To establish and maintain productive working relationships with colleagues and contacts external to the Fire Authority.

1.8 To organise, manage and deliver district based safety events as directed by the District Prevention Manager or Fire Prevention Team Manager ensuring the safe and appropriate use of resources.

1.9 To assist with the delivery of education, awareness and training packages for key partner agencies to improve their understanding of:

- Safe & Well referral processes
- Fire and risk indicators

1.10 To support the communication of new working practices to station colleagues.

1.11 To assist the FPTM and DPM in:

- a. The research and identification of new and innovative solutions and interventions;
- b. The evaluation of those solutions and interventions.

1.12 To represent WYFRS at meetings with external agencies in order to facilitate effective partnership working.

1.13 To carry out other tasks as may be directed by the FPTM and DPM commensurate with the grade of the post.

**Second Area:-**

1.14 To implement and promote the Authority's:

- a) Fire Prevention policies
- b) Service Delivery Plan
- c) Equality and Diversity Policies
- d) Health and Safety policies
- e) Lone Working and Violence at Work Policy
- f) Information Security Management System policies
- g) Safeguarding policies
- h) Business continuity policy and contingency arrangements

1.15 To demonstrate and uphold the service values and to promote the organisation in a positive manner.

1.16 Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/ policy.

1.17 Responsibility to ensuring any data produced in relation to the post is accurate and current.

1.18 Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.

1.19 To undertake any Fire Prevention projects as directed by line management.

## PERSON SPECIFICATION/SHORTLISTING CRITERIA

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise examples of how you meet each of the following person specification criteria on your application form.

You will only be shortlisted from the details in the application form if you meet all Essential criteria, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through 'Selection Process' only. You will only be assessed on these criteria during the selection process and not from your application form, this may involve tests, presentations, interview etc.

	<b>Experience</b>	Essential/ Desirable	Source
1	A track record of success in the application of a range of community safety activities.	Essential	Selection Process
2	Ability to communicate effectively with members of partner organisations, members of the public, identified at risk individuals and community groups.	Essential	Application/Selection Process
3	Excellent working knowledge of high risk intervention practice and an understanding of safeguarding.	Essential	Application/Selection Process
4	Experience in the delivery of education, awareness and training to promote community safety activities	Essential	Application/Selection Process
5	Demonstrate an ability to work alone and as part of a team, having commitment and flexibility in working hours to meet objectives.	Essential	Selection Process

	<b>Education and Training</b>	Essential/ Desirable	Source
6	Good standard of education with evidence of continuing development through formal and informal routes.	Essential	Application
7	A high standard of written and oral communication.	Essential	Application/Selection Process

	<b>Special Knowledge and Skills</b>	Essential/ Desirable	Source
8	Work at tactical level to assist in the development of multi agency partnerships / protocols.	Essential	Selection Process
9	Be self-motivated and prioritise work directed to set targets with minimal supervision.	Essential	Application/Selection Process
10	Monitor individual and team progress towards meeting targets.	Essential	Selection Process
11	Have an understanding of the social and environmental issues affecting different	Essential	Application/Selection Process

	communities, with particular reference to issues of high risk and vulnerability.		
12	Ability to carry out in depth and balanced research into home fire safety, arson and road safety solutions and interventions.	Desirable	Selection Process
13	Ability to safely and effectively use static and mobile educational resources.	Desirable	Selection Process
14	Use IT (Microsoft Office, Prevention Database, Incident Reporting System) effectively.	Essential	Application
15	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential	Selection Process
16	To hold and maintain a current valid driving licence.	Essential.	Application.

Updated December 2016.

Grade 3 (April 2019 Revised pay structure).

Updated to revised wording for Second Area, March 2021.