

## WEST YORKSHIRE FIRE & RESCUE SERVICE

<b>POST TITLE:</b>	Business Fire Safety Advisor
<b>GRADE:</b>	Grade 4
<b>RESPONSIBLE TO:</b>	Supervisor / Manager
<b>RESPONSIBLE FOR:</b>	N/A
<b>PURPOSE OF POST:</b>	To assist the Fire Authority in the discharge of its fire protection duties and responsibilities.

In order to carry out the following duties/responsibilities, the post holder will be appointed by the Chief Fire Officer (being satisfied that he/she is suitably competent) under article 26 of the Regulatory Reform (Fire Safety) Order 2005 and section 19 of the Health & Safety at Work etc. Act 1974 and will have the powers and duties granted under the '*Discharge of Duties & Powers*' document.

### MAIN DUTIES AND RESPONSIBILITIES

#### 1 First Area

- 1.1 To carry out fire protection audits and statutory consultations in simple low and medium risk premises.
- 1.2 To prepare consultation fire protection reports, improvement, enforcement, and alterations notices as directed.
- 1.3 To assist in the management of fire protection information by ensuring all daily activities are accurately recorded.
- 1.4 To liaise and carry out statutory consultation with other enforcing authorities, as necessary.
- 1.5 To co-ordinate and enter work into the protection database to maintain quality standards.
- 1.6 To represent the Fire & Rescue Authority at fire protection meetings with other agencies involved in building design and construction.
- 1.7 To work with and advise local community groups in order to promote fire protection and arson education within commercial premises.
- 1.8 To publicise and promote fire protection amongst the public and provide fire protection and arson reduction advice on request.
- 1.9 To investigate complaints/offences contrary to Fire Protection legislation and to assist with the preparation of investigation reports and to attend court as a technical witness.
- 1.10 To attend courts of law and employment tribunals as a representative of the Fire Authority.
- 1.11 To establish and maintain productive working relationships with colleagues and contacts external to the Fire Authority.

- 1.12 To understand the principles of the prevention and mitigation of fire and to communicate this to service users in a simple, logical, and cost-effective manner.
- 1.13 Act as a FP Liaison officer to station personnel
- 1.14 To undertake training as required.
- 1.15 To undertake any other fire protection duties as directed by the Fire Protection Managers commensurate with the grade.
- 1.16 Hold and maintain a current valid driving license.

**2. Second Area: -**

- 2.1 To Implement and promote the authorities:
  - a. Health and Safety policy
  - b. Equality and Diversity policies
  - c. Data Quality policy
  - d. Protective Security Policy

## PERSON SPECIFICATION

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the job 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 do the job. 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 do the job, 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>	<b>Essential / Desirable</b>	<b>Assessment Source</b>
1	Proven practical experience in the application of fire safety legislation to effectively solve fire protection problems.	Desirable	Application
2	Demonstrate experience as an Inspecting Officer at brigade level, or equivalent experience as a Health and Safety Inspector.	Desirable	Application
3	Involvement in the issue of Improvement, Alterations and/or Enforcement Notices. Experience in statutory consultation.	Desirable	Application
4	Possess sufficient practical experience to enable them to effectively deliver fire protection/safety services and arson reduction work.	Essential	Application
5	Have experience at leading discussions involving innovative thinking, and problem solving.	Essential	Interview
6	Have experience at managing work as part of a team, having commitment and flexibility in personal working hours to meet objectives.	Essential	Application

	<b>Education and Training</b>	<b>Essential / Desirable</b>	<b>Assessment Source</b>
7	Hold level 3 Certificate – 'Business Fire Safety Advisor' as defined in the National Fire Chief's Council Competence Framework for Fire Safety Regulators.	Desirable	Application
8	Good standard of education including Maths and English at GCSE Grade C (Level 4) or above, or equivalent qualification or demonstratable work experience.	Essential	Application

	<b>Special Knowledge and Skills</b>	<b>Essential / Desirable</b>	<b>Assessment Source</b>
9	Be able to define the legislative framework and the mechanisms of enforcement of fire protection/safety in existing buildings.	Essential	Interview
10	Must have good inter-personal skills and be able to communicate at all levels within an organisation	Essential	Application

11	Have the ability to carry out Fire Protection audits and inspections of premises.	Essential	Application
12	Be able to define the consultation procedures relating to the fire protection/safety elements of current Building Regulations.	Essential	Interview
13	Ability to concentrate, analyse and convey detailed and complex information for prolonged periods of time.	Essential	Interview
15	Have an appreciation of the generic principles of means of escape and fire protection/safety and have an appreciation of their development.	Essential	Interview
16	Understand the principles and the role in life safety of fire protection equipment.	Essential	Interview
17	Understand the importance of fire protection/safety management in the protection of people from fire.	Essential	Interview
18	Understand the facilities necessary to assist the fire service in protection of people (including fire fighters) from fire.	Desirable	Application
19	Demonstrate a clear understanding of the concepts of fire hazard and fire risk and be able to distinguish between them.	Essential	Application
20	Be able to conduct fire risk assessments of buildings and recognise the various methodologies of risk assessment.	Desirable	Application
21	Understand cost benefit analysis and proportionality in relation to fire protection/safety.	Desirable	Application
22	Understand the limitations of prescriptive codes and understand the use of fire risk assessment to justify departures from such codes.	Essential	Interview
23	Be able to demonstrate a thorough knowledge of the causes of fire, and of the significance of the common causes in different occupancies.	Desirable	Application
24	Be able to evaluate fire safety measures introduced to ensure they fully integrate with likely human behaviour.	Desirable	Application
25	Understand limitations in the field of fire protection, and the need to involve further senior or specialist officers on occasions.	Essential	Interview
26	Ability to deliver safety information to a wide range of audiences and be able to convey complex information in a clear and logical manner.	Essential	Interview
27	Be self-motivated and prioritise work directed to achieve targets within tight deadlines and with minimal supervision.	Essential	Interview
28	Use IT (Microsoft Office) effectively in the collation, analysis, and presentation of information.	Essential	Interview
29	Have an understanding of the different social and environmental issues of the local communities within West Yorkshire.	Essential	Interview
30	Ability and Skill to deliver Fire Protection/Safety training to operational personnel	Desirable	Application
31	Demonstrate an understanding of the importance of Equality and Diversity to WYFRS as an employer and service provider	Essential	Interview
32	Demonstrate commitment to good data quality within all areas of work	Essential	Interview
33	To hold and maintain a full valid current driving license.	Essential	Application