

## WEST YORKSHIRE FIRE & RESCUE SERVICE

<b>POST TITLE:</b>	Inspector - Enforcement
<b>GRADE:</b>	Grade 7
<b>RESPONSIBLE TO:</b>	Senior Inspector (Enforcement)
<b>RESPONSIBLE FOR:</b>	Mentoring of new trainees
<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) as an Inspector 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 Delivery of service objectives by utilising advanced theoretical, practical and procedural knowledge to successfully carry out fire protection audits and inspections in all categories of premises including complex high risk premises, under legislation enforced by the Fire & Rescue Authority.
- 1.2 Identify fire protection compliance issues during audit and inspection and implement and advise on analytical and judgemental ways to determine appropriate solutions or strategies to reduce the risk to life from fire.
- 1.3 Work (independently) with a high degree of autonomy within policy and procedure guidelines whilst utilising a wide level of initiative when dealing with identifying and suggesting solutions to fire protection problems that will impact upon the long term safety of the general population of West Yorkshire.
- 1.4 Undertake enforcement action in line with policy and procedures by preparing and issuing statutory legal fire protection enforcement notices, reports, letters and alterations notices independently whilst following service policy and supporting the principles detailed in the Regulators Code.
- 1.5 Utilise highly developed and advanced influencing and negotiating skills to ensure that those responsible for the safety of others take appropriate action they may not otherwise wish to take, whilst working within the constraints of the Regulators Code.
- 1.6 Liaise with other enforcing authorities and local authorities on safety critical matters that may require immediate action to safeguard the safety of relevant people and subsequently the re-housing of displaced occupants where prohibition is necessary.
- 1.7 Develop, co-ordinate and input sensitive and confidential information into PRD and SharePoint to maintain a robust audit trail and the sharing of critical safety information that will contribute to ensuring the safety of firefighters at operational incidents whilst maintaining a high level of precision and data accuracy of recorded information.
- 1.8 To represent the Fire & Rescue Authority at fire protection meetings both internally and with other agencies involved in the safety of occupants, building design or

construction.

- 1.9 To publicise and promote fire protection amongst the public and provide fire protection and arson reduction advice to the communities of West Yorkshire.
- 1.10 Initiate prosecution investigations where offences have put relevant people at risk of death or serious injury in case of fire and where necessary, provide support to the investigation of an offence through the preparation of case files. This includes the carrying out of PACE interviews, cautioning of witnesses, taking and preparing statements and the collecting of evidence and giving evidence at a tribunal/court as a technical/professional witness or representative of the Fire Authority.
- 1.11 To investigate complaints/offences contrary to legislation where relevant persons are put at risk of death or serious injury enforced by the Fire Authority and assist with the preparation of investigation reports.
- 1.12 Communicate skills and knowledge to colleagues in order to support, train and mentor their personal and professional development and enhance the safety, efficiency and effectiveness of the Fire Protection team.
- 1.13 To establish and maintain productive working relationships with colleagues and contacts external to the Fire Authority including liaison with other enforcing authorities throughout the 5 districts of West Yorkshire and government bodies on fire safety matters covered by existing protocols.
- 1.14 Work within the constraints of better regulation under the Primary Authority Scheme and understand the statutory processes required between WYFRS and other Fire and Rescue Services.
- 1.15 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.
- 1.16 Deliver Fire Protection training and Topic Talks to operational personnel and act as FP Liaison Officer to station providing feedback on fire safety matters to operational crews relating to Operation Risk Visits.
- 1.17 Maintain knowledge and understanding of Fire Protection policies and procedures and relevant current legislation, codes of practice and other related technical fire safety matters.
- 1.18 Attend departmental meetings, training sessions, and courses identified as appropriate to the current role which may involve attendance on external courses at providers such as the Fire Service College.
- 1.19 To undertake any other fire protection duties as directed by the Fire Protection Managers commensurate with the grade.
- 1.20 Identify conditions where the public are put at risk of death or serious injury in case of fire and inform the relevant authorised officer and assist with prohibition or restriction as necessary under article 31 of the RR(FS) O 2005.
- 1.21 Assist WYFRS carry out its duties as an employer under the Fire Safety Order by supporting Station Commanders in carrying out fire risk assessment for WYFRS premises.
- 1.22 To carry out surveillance work in line with Regulation of Investigatory Powers Act 2000 (RIPA), if required.

- 1.23 Support the Explosives Team by carrying out annual inspections of premises storing and retailing explosives under the Explosives Regulations 2014 having detailed knowledge and understanding of the principles of firework storage.

## Second Area:-

- 2.1 To implement and promote the Authority's:
- Fire Protection policy
  - Equality and Diversity Policies
  - Health and Safety policies
  - Information Security Management System policies
  - Safeguarding Children & Vulnerable People Policy
- 2.2 Responsibility to ensuring any data produced in relation to the post is accurate and current.
- 2.3 To undertake any Fire Protection projects as directed by line management.

## PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

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

	<b>Experience</b>	Essential/ Desirable	Source
1	Proven practical experience in the application of fire protection legislation to effectively solve fire protection problems.	Essential	Application/Selection Process
2	Competent at carrying out fire protection ' <i>risk assessments</i> ', or equivalent competency as a Health and Safety Inspector.	Essential	Application
3	Involvement in the issue of Improvement, Alterations and/or Enforcement Notices.	Essential	Application
4	Ability to communicate effectively with individuals and groups, ranging from works and installation engineers to senior executives and other professionally qualified experts such as structural engineers and architects.	Essential	Application/Selection Process
5	Possess sufficient practical experience to effectively deliver fire protection services.	Essential	Application

6	Have experience at leading discussions involving innovative thinking, and problem solving in relation to fire protection based issues.	Essential	Application
7	Have experience of working as part of a team, having commitment and flexibility in personal working hours to meet objectives.	Essential	Application

	<b>Education and Training</b>	Essential/ Desirable	Source
8	<ul style="list-style-type: none"> <li>➤ NFCC Competence Framework Level 4 Diploma Fire Inspector Qualification or equivalent. <b>or</b></li> <li>➤ Either successfully achieved NVQ Level 3 in Legislative Fire Safety or NEBOSH Certificate in Fire Safety, <b>or</b></li> <li>➤ Successfully completed the WYF&amp;RS development workbook to Inspector level</li> </ul>	Essential	Application/Selection Process  Application/Selection Process  Application/Selection Process
9	2 x IFE Level 3 Certificate Examination papers or equivalent. A pass in the Fire Engineering Science paper plus a pass in one other paper	Desirable	Application/Selection Process
10	BTEC Diploma in Advanced Investigative Practice Level 7 or equivalent	Essential	Application/Selection Process

	<b>Special Knowledge and Skills</b>	Essential/ Desirable	Source
11	Support the delivery of the Fire Protection Risk Based Inspection Programme by working flexibly to the needs of the post and the service, which may on occasions involve the completion of work beyond core hours.	Essential	Application/Selection Process
12	Be able to define the legislative framework and the mechanisms of enforcement of fire protection in all categories of new, altered and existing buildings.	Essential	Application/Selection Process
13	Be able to define the consultation procedures relating to the fire protection elements of current Building Regulations.	Essential	Application/Selection Process
14	Fully understand the generic principles of means of escape and fire protection, and have an appreciation of their development.	Essential	Application/Selection Process
15	Understand the principles and the role in life safety of, fire detection and alarm systems emergency lighting systems fire fighting equipment and fire protection signs and notices.	Essential	Application/Selection Process
16	Understand the importance of fire protection management in protection of people from fire.	Essential	Application/Selection Process
17	Understand the facilities necessary to assist the fire	Essential	Application/Selection

	service in protection of people (including fire fighters) from fire.		Process
18	Be able to demonstrate a clear understanding of, and be able to distinguish between, the concepts of fire hazard and fire risk	Essential	Application/Selection Process
1	Be able to conduct fire risk assessments of buildings and recognise the various methodologies of risk assessment.	Essential	Application/Selection Process
20	Be able to demonstrate an awareness of cost benefit analysis to ensure that fire protection works required are proportionate to the costs incurred.	Essential	Application/Selection Process
21	Understand the limitations of prescriptive codes, and understand the use of fire risk assessment to justify departures from prescriptive codes.	Essential	Application/Selection Process
22	Be able to demonstrate a thorough knowledge of the causes of fire, and of the significance of the common causes in different occupancies.	Essential	Application/Selection Process
23	Be able to evaluate the elements enlisted in a defence against fire to ensure they fully integrate with likely human performance/behaviour.	Essential	Application/Selection Process
24	Understand his or her limitations in the field of fire protection, and the need to involve further senior or specialist's officers on occasions.	Essential	Application/Selection Process
25	Ability to deliver safety information to a wide range of audiences including Operational personnel and be able to convey complex information in a clear and logical manner.	Essential	Application/Selection Process
26	Be self-motivated and prioritise work directed to achieve targets within tight deadlines and with minimal supervision.	Essential	Application/Selection Process
27	Use IT software and systems to effectively and accurately collate, record, analyse and present information.	Essential	Application/Selection Process
28	Have an understanding of the different social and environmental issues of the local communities within West Yorkshire.	Essential	Application/Selection Process
29	Ability and Skill to deliver FP training to operational personnel	Essential	Application/Selection Process
30	Have commitment to the Authority's Equality & Diversity Policy.	Essential	Selection Process
31	To hold and maintain a current driving license.	Essential	Application/Selection Process