

<b>POST TITLE:</b>	Fire Protection Supervisor – Support & Performance - Policy & Prosecutions
<b>GRADE:</b>	Grade 9
<b>RESPONSIBLE TO:</b>	Support & Performance Manager / Team Leader
<b>RESPONSIBLE FOR:</b>	Fire Protection Inspectors Grade 7
<b>PURPOSE OF POST:</b>	To assist the Fire & Rescue Authority in the discharge of its fire safety duties and responsibilities.

## **SUMMARY OF ROLE**

The post holder will be expected to supervise fire protection activities delivered by the Support & Performance Team with particular reference to policy and prosecutions. Support the Support & Performance Manager/Team Leader with the management of resources, quality assurance and evaluation of working practices to ensure we maintain an excellent service to the communities of West Yorkshire and continue to make West Yorkshire Safer by discharging our statutory duties.

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. As such, candidates must be able to also meet the person specification requirements of the Fire Protection Enforcement Inspector Grade 7 Job Description together with the following additional requirements:

## **MAIN DUTIES AND RESPONSIBILITIES**

### **First Area: -**

- 1.1 Support the Support & Performance Manager/Team Leader to manage the delivery of service objectives by utilising advanced theoretical, practical and procedural knowledge to successfully manage the mechanism for carrying out fire protection audits and inspections in all categories of premises, including complex high risk premises, under legislation enforced by the Fire & Rescue Authority as set out in the document "Discharge of Duties and Powers".
- 1.2 Deputise for the Support & Performance Manager / Team Leader on relevant matters as and when required.
- 1.3 Be responsible for the efficient/effective prioritisation, monitoring and updating of work objectives set for fire protection inspectors working in Support & Performance. Provide advice, support and supervision, as required, ensuring quality is of the highest standard appropriate to the circumstances.
- 1.4 Manage the development, implementation and ongoing delivery of prosecutions, policies and work procedures for specialist fire protection inspectors and operational personnel.
- 1.5 Assist in managing a quality assurance process of specialist inspectors and operational personnel to ensure that the work they deliver is consistent and in line with the expectations set by the Service and Fire Authority. Develop, co-ordinate and prepare performance reports of sensitive and confidential information relating to

prosecutions and other work areas to maintain a robust audit trail that will contribute to quality assurance whilst maintaining a high level of precision and data accuracy of recorded information.

- 1.6 Utilise extensive advanced theoretical, practical and procedural knowledge to identify and take urgent action on fire safety matters that present a risk of death or serious injury to relevant persons by utilising powers of Prohibition or restriction as necessary.
- 1.7 Assist in carrying out post event quality sampling/customer care assessments.
- 1.8 Responsible for investigations where offences under Fire Safety legislation have put relevant people at risk of death or serious injury in case of fire. 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/expert witness or representative of the Fire Authority.
- 1.9 Establish and maintain productive working relationships with colleagues and contacts external to the Fire Authority.
- 1.10 Support the Support & Performance Manager / Team Leader by providing supervision in managing the development, co-ordination and inputting of sensitive and confidential information into ICT systems, maintaining a robust audit trail and the sharing of critical safety information. This will contribute to ensuring the safety of firefighters at operational incidents whilst maintaining a high level of precision and data accuracy of recorded information.
- 1.11 As Supervisor, provide management of an audit process of service delivery by fire safety inspectors, to ensure that inspection standards are in line with the expectations of the Authority's inspection policies and those of external stakeholders such as HMICFRS.
- 1.12 Manage any action taken by the team in line with policy and procedures by quality monitoring the preparation and issuing of statutory legal fire protection enforcement notices, reports, letters and alterations notices independently whilst ensuring the team maintain the principles detailed in the Regulators Code.
- 1.13 Provide leadership and support to team members enabling them to develop any areas which are identified through personal development reviews, quality assurance or evaluation.
- 1.14 As Supervisor for the team provide support and welfare to team members as and when required.
- 1.15 Administer the fire protection performance management system including functions, which will facilitate the effective implementation of performance improvement, review mechanisms and quality assurance.
- 1.16 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 team.

- 1.17 Monitor the quality of fire protection information gathered during risk inspections by operational officers, where this information is referred to Fire Protection for a follow-up visit.
- 1.18 To undertake training as required and any other fire safety duties as directed by senior management commensurate with the grade.

## **Second Area: -**

- 2.1 To implement and promote the Authority's:
  - a) Fire Protection 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
- 2.2 To demonstrate and uphold the service values and to promote the organisation in a positive manner.
- 2.3 Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
- 2.4 Responsibility to ensuring any data produced in relation to the post is accurate and current.
- 2.5 Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
- 2.6 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.

## PERSON SPECIFICATION

	<b>Experience</b>	<b>Essential/ Desirable</b>	<b>Source</b>
1	Proven practical experience in the application of fire protection legislation to effectively solve fire protection problems and supervise other team members.	Essential	Application/Interview
2	Experience in organising resources and establishing priorities	Essential	Interview
3	Has successfully delivered projects having commitment and flexibility to meet specified project objectives and timescales	Essential	Application/Interview
4	Ability to identify and apply appropriate and immediate legislative control measures necessary to reduce serious fire risks to members of the community (Article 31 Restriction or Prohibition)	Essential	Application/Interview
5	Experience in the interpretation of legal, statistical and financial data/information	Essential	Application/Interview
6	Has contributed to and implemented programmes of change within organisational strategies and activities	Essential	Application/Interview
7	Experience in effectively supervising teams and managing physical and financial resources to successfully facilitate prosecutions and the development and review of policies and procedures.	Essential	Interview
8	Demonstrate the ability to communicate effectively with individuals and groups	Essential	Interview
9	Has a cultural awareness of the local community and its needs and is respectful of the different cultures and ethnic backgrounds	Essential	Interview
10	Experience of either attending a Court of law to give evidence or being involved with the production of evidence for submission in a Court of law.	Essential	Application/Interview

	<b>Education and Training</b>	<b>Essential/ Desirable</b>	<b>Source</b>
11	Qualified Fire Safety Inspector to Level 4 Diploma of the National Fire Chief's Council Competence Framework or equivalent.	Essential	Application
12	BTEC Diploma in Advanced Investigative Practice Level 7 or equivalent	Essential	Application

	<b>Special Knowledge and Skills</b>	<b>Essential/ Desirable</b>	<b>Source</b>
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14	Competent to be appointed by the Chief Fire Officer (being satisfied that he/she is suitably competent) as a Group 1 Inspector under section 26 of the Regulatory Reform (Fire Safety) Order.	Essential	Application
15	Capability to implement policies and protocols with little or no supervision	Essential	Interview
16	Be self-motivated and prioritise work directed to set targets within tight deadlines	Essential	Interview
16	Can provide leadership, direction and support in all aspects of current Fire Safety Policies	Essential	Interview
17	Detailed working knowledge of the Regulator's Code and its application in relation to Fire Protection	Essential	Application/Interview
18	Advanced working knowledge and experience in fire safety legislation enforced by the Fire & Rescue Authority.	Essential	Application/Interview
19	Develop information systems to support service delivery objectives	Essential	Application/Interview
20	Thorough knowledge of the relevant PACE requirements and interviewing techniques	Essential	Application/Interview
21	Advanced skills in the FS Audit procedure	Essential	Application/Interview
22	Be proficient in the use of information technology software i.e. word processing and spread sheets (Microsoft Office) to effectively collate, analyse and present information	Essential	Application/Interview
23	Ability to create and edit written and statistical reports and letters in a clear and unambiguous manner	Essential	Application/Interview
24	Ability and skill to support the development of Fire Protection training packages and deliver Fire Protection training to a variety of groups including new trainees and operational personnel.	Essential	Application/Interview
25	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider	Essential	Selection Process only
26	Demonstrate an understanding of and ability to implement Health & Safety at work	Essential	Selection Process only
27	To hold and maintain a current valid driving license	Essential	Application