

## WEST YORKSHIRE FIRE & RESCUE SERVICE

<b>POST TITLE:</b>	<b>Deputy Senior Fire Protection Manager</b>
<b>GRADE:</b>	Grade 12
<b>RESPONSIBLE TO:</b>	Senior Fire Protection Manager
<b>RESPONSIBLE FOR:</b>	Fire Protection Manager – Enforcement - Grade 11 Fire Protection Manager – Support & Performance - Grade 11 Fire Protection Manager – Engineering & Planning - Grade 11
<b>PURPOSE OF POST:</b>	To manage the provision of all Fire Protection teams including Enforcement, Engineering & Planning and Support & Performance to ensure a common application of policy and technical standards throughout West Yorkshire.

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, post holders must be able to demonstrate that they can meet the person specification requirements of the Fire Protection Enforcement Inspector Grade 7 Job Description in addition to the following requirements:

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. First Area:-

- 1.1 Deputise in the absence of the Senior Fire Protection Manager (SFPM), with power to act on specific fire protection and technical matters.
- 1.2 Manage and control Fire Protection expenditure budgets.
- 1.3 Determine, manage and update quantifiable objectives and targets relating to high priority work for the Protection Managers and their team members supporting the annual service planning process.
- 1.4 Manage the resources of all Fire Protection teams to deliver protection services across the whole of West Yorkshire ensuring that sufficient staffing resources are available to meet demand and prioritise work accordingly.
- 1.5 Implement fire safety policies and support the SFPM in advising principle Officers and members of the Authority on technical standards being adopted to achieve policy objectives.
- 1.6 Be jointly responsible for all fire protection aspects across West Yorkshire including policy and procedures in relation to all built or proposed premises throughout the Authority area.
- 1.7 Co-ordinate statutory consultations with other enforcing authorities incorporating the 5 district areas of West Yorkshire.

- 1.8 Provide support to other team leaders with in protection and advise on all aspects of their responsibilities as appropriate.
- 1.9 Consistently evaluate the extent of intervention and enforcement needed for regulatory purposes to successfully support the business community of West Yorkshire.
- 1.10 To deputise for the SFPM on a range of established internal and external strategic groups and forums in order to promote WYFRS's aims and objectives.
- 1.11 Carry out research and consultations necessary to enable the Authority to maintain an up-to-date professional standard in all technical developments of relevant field of Fire Protection.
- 1.12 Be a member of the Regional Fire Protection Group to formulate policy for the effective delivery of fire protection services.
- 1.13 To support and assist the SFPM in advising Management Team/Board and the Authority on progress made within Fire Protection.
- 1.14 Monitor the competency of individual technical Fire Protection Inspectors, to ensure that their role related competencies are periodically verified.
- 1.15 Advise Management on the implications of national standards and guidance with respect to Fire Safety and to prepare recommendations on Service Policy.
- 1.16 Performance manage the service delivery of Fire Protection Inspectors working throughout West Yorkshire, to ensure that inspection standards are in line with the expectations of the Authority's inspection policies.
- 1.17 Enforce statutory provisions throughout West Yorkshire including drafting and serving notices or other statutory enforceable documents for the purposes of work related fire safety regulation to ensure the safety of relevant persons.
- 1.18 Ensure that all Fire Protection technical policies are periodically reviewed to ensure that they are relevant, current and accurate.
- 1.19 Prepare reports recommending prosecution for alleged breaches of work related fire safety legislation - Initiate and report on prosecution proceedings.
- 1.20 Devise and maintain quality control procedures and performance management systems for all WYFRS personnel who deliver their respective fire protection services.
- 1.21 Ensure all relevant WYFRS personnel receive appropriate development and training to provide the Authority with a competent fire safety workforce.

## **2. Second Area: -**

- 2.1 To Implement and promote the authorities:
  - a. Fire Protection policies
  - b. Service Delivery Plan
  - c. Equality and Diversity policies
  - d. Health and Safety policies
  - e. Lone Working & Violence at Work policy
  - f. Information Security Management System polices

- g. Safeguarding policy
- 2.2 Responsibility to ensuring any data produced in relation to the post is accurate and current.
- 2.3 Undertake any other duties commensurate with the grade of the post as directed by Line Management and or Principle Officers.

## 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.

	Experience	Essential/ Desirable	Source
1	Considerable experience in the management, marketing and delivery of community based services directly related to all the duties and responsibilities specified in the job description.	Essential	Application/Interview
2	Demonstrated ability to direct and manage both technical and administrative staff	Essential	Interview
3	Experience in organising resources and establishing priorities	Essential	Application/Interview
4	Has managed teams to successfully deliver projects having commitment and flexibility to meet specified project objectives and timescales	Essential	Application/Interview
5	Experience in the interpretation of legal, statistical and financial data/information	Essential	Application/Interview
6	Possess sufficient practical experience in the application of fire safety legislation to effectively solve fire safety problems	Essential	Application/Interview
7	Has implemented and managed large programs of change within organisational strategies and activities	Essential	Application/Interview
8	Experience in the effective use of physical and financial resources	Essential	Application
9	Qualified Fire Safety Officer or HSE Inspector or local authority enforcement Officer	Essential	Application

10	Has prepared reports recommending prosecution for alleged breaches of work related fire safety legislation - Initiate and report on prosecution proceedings. Acted as investigating officer and disclosure officer.	Essential	Application/Interview
11	Initiating legal proceedings for alleged breaches of work related health and safety legislation and presenting the prosecution case in a Magistrates' Court, when a guilty plea is entered by the defendant	Desirable	Application/Interview
12	Has shown the ability to influence others (e.g. supports and motivates others by driving initiatives; seeks to understand individual and team motivation and relate this to intended project outcomes.	Essential	Application/Interview
13	Has a cultural awareness of the local community and its needs and is respectful of the different cultures and ethnic backgrounds	Essential	Interview
14	Experience in attending Courts of law and giving evidence	Essential	Application
15	Demonstrate the ability to communicate effectively with individuals and groups	Essential	Interview

	<b>Education and Training</b>	Essential/ Desirable	Source
13	Previous formal training to graduate or professional qualification level, or equivalent	Essential	Application

	<b>Special Knowledge and Skills</b>	Essential/ Desirable	Source
14	Competent to be appointed by the Chief Fire Officer at Level 1 (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	Essential	Application
15	Implement policies and protocols using a multi-agency approach and work in partnership to minimise risks to the community.	Essential	Application/Interview
16	Be self-motivated and prioritise work directed to set targets within tight deadlines and with minimal supervision.	Essential	Interview
17	Can provide leadership and direction in all aspects of Fire Protection.	Essential	Application/Interview
18	Knowledge of information flow and management environments	Essential	Application/Interview

19	Can establish and implement short and long term organisational goals, objectives, policies, and operating procedures whilst monitoring and evaluating operational effectiveness effects changes required for improvement.	Essential	Application/I Interview
20	Improve work related fire safety within West Yorkshire through the use of promotional activities.	Essential	Application/Interview
21	Can advise on development and implementation of quality policies and practice	Essential	Application/Interview
22	Can advise on development and implementation of quality policies and practice	Essential	Application/Interview
23	Detailed working knowledge and experience in all fire safety, petroleum and explosives legislation enforced by the Fire & Rescue Authority.	Essential	Application/Interview
24	Develop information systems to support service delivery objectives	Essential	Application/Interview
25	Skill in organising resources and establishing priorities	Essential	Application/Interview
26	Advanced skills in project planning and project management	Essential	Application/Interview
27	Be proficient in the use of information technology software i.e. word processing and spreadsheet (Microsoft Office) to effectively collate, analyse and present information	Essential	Application
28	Ability to create and edit written, statistical and financial reports in a clear and unambiguous manner	Essential	Application
29	Have commitment to the Authority's Equality and Diversity Policies.	Essential	Interview
30	To hold and maintain a current valid driving license	Essential	Application