

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE: Fire Protection Assistant Manager – Support & Performance

Grade: 11

RESPONSIBLE TO: Deputy Senior Fire Protection Manager

RESPONSIBLE FOR: 2 x Support & Performance Supervisor Grade 9
Fire Protection Inspectors Grade 7

PURPOSE OF POST: To assist the Fire & Rescue Authority in the discharge of its fire safety duties and responsibilities.

MAIN DUTIES AND RESPONSIBILITIES

The post holder will be expected to manage Fire Protection activities delivered by the Support & Performance Team, taking accountability for managing 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.

- 1.1 Manage the delivery of service objectives in relation to quality and performance by utilising advanced theoretical, practical and procedural knowledge to successfully manage the mechanism for carrying out fire protection consultations, audits and inspections in all categories of premises including complex high risk premises and sites storing petroleum or explosives under legislation enforced by the Fire & Rescue Authority as set out in the document "Discharge of Duties and Powers".
- 1.2 Deputise for Senior Managers within the Fire Protection function on relevant matters as and when required.
- 1.3 Accountable for the efficient/effective working of the Support & Performance Team, including the provision of advice, support, management and supervision, as required, to ensure quality is of the highest standard appropriate to the circumstances.
- 1.4 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

- 1.5 Continually develop and manage a quality assurance process of service delivery to ensure that Fire Protection standards are in line with the expectations of the Authority's inspection policies and those of external stakeholders such as HMICFRS.
- 1.6 Manage enforcement action taken by the Fire Protection 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.
- 1.7 Manage the use and development of the Authority's Fire Protection database, liaising with programmers to ensure standards and needs of the team are met.
- 1.8 Manage the development, co-ordination and inputting of sensitive and confidential information into ICT systems 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.
- 1.9 Be responsible for the Initiation of prosecution investigations by the Fire Protection Team where offences under Fire Safety, Petroleum or Explosives legislation 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/expert witness or representative of the Fire Authority.
- 1.10 Develop, set, monitor, evaluate and update work objectives set for individuals working in Support & Performance.
- 1.11 As Manager for the team provide support and welfare to team members as and when required.
- 1.12 Provide leadership and support to team members enabling them to develop any areas which are identified through personal development reviews, quality assurance or evaluation.
- 1.13 Provide advice and support to Operational personnel regarding their legislative fire protection responsibilities.
- 1.14 Assist in carrying out post event quality sampling/customer care assessments.
- 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 Monitor work related performance and competence of all inspecting officers based in the team
- 1.17 Establish and maintain productive working relationships with colleagues and contacts external to the Fire & Rescue Authority.
- 1.18 Responsible for managing devolved budgets in relation to the Support & Performance Team.
- 1.19 To undertake training as required and any other fire safety duties as directed by senior managers, commensurate with the grade.

Second area:

- 1. To Implement and promote the Authority's:
 - a) Health and Safety policies
 - b) Equality and Diversity policies
 - c) Information Security Management System policies
 - d) Safeguarding policies
 - e) Business continuity policy and contingency arrangements
- 2. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
- 3. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
- 4. Responsibility for ensuring any data produced in relation to the post is accurate and current.
- 5. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
- 6. Undertake any other duties commensurate with the grade of the post as directed by line management.

Second Area for Fire Protection

Second Area:-

- 7. 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
- 8. To demonstrate and uphold the service values and to promote the organisation in a positive manner.

9. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
10. Responsibility to ensuring any data produced in relation to the post is accurate and current.
11. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
12. 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** (i.e. items you must be able to do from day one to be able to do the job), **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	Experience of managing resources and establishing priorities at a senior level	Essential	Application/Interview
2	Experience of managing teams to successfully deliver Fire Protection related projects	Essential	Application/Interview
3	Experience in identifying and applying appropriate and immediate legislative control measures necessary to reduce serious fire risks to members of the public and competent of being authorised as a Group 1 Inspecting Officer having the powers under Article 31 of the FSO.	Essential	Application
4	Experience in the management and production of legal, statistical and financial data/information.	Essential	Application/Interview
5	Practical experience in the management of and application of fire safety legislation to effectively solve fire safety problems	Essential	Interview
6	Have a cultural awareness of the local community and is able to manage a team ensuring that relevant equality assessments are carried out to provide assurance.	Essential	Application

7	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
---	---	-----------	-------------

	Education and Training	Essential/ Desirable	Source
8	Qualified Fire Safety Inspector to Level 4 Diploma of the National Fire Chief's Council Competence Framework or equivalent.	Essential	Application
9	BTEC Diploma in Advanced Investigative Practice Level 7 or equivalent	Essential	Application
10	Level 5 Management Qualification	Essential	Application

	Special Knowledge and Skills	Essential/ Desirable	Source
11	Competent to be appointed by the Chief Fire Officer (being satisfied that he/she is suitably competent) as a Group 1 Inspector under article 26 of the Regulatory Reform (Fire Safety) Order	Essential	Application
12	Ability to develop and implement policies and protocols throughout the function of service delivery for the Enforcement Team	Essential	Application/Interview
13	Be self-motivated and prioritise own work and the work of others by setting direct targets for self and others within tight deadlines	Essential	Application/Interview
14	Provide senior leadership and direction in all aspects of current Fire Safety Policies	Essential	Selection Process
15	Advanced working knowledge and experience in fire safety legislation enforced by the Fire & Rescue Authority.	Essential	Interview
16	Develop and manage and implement information systems to support service delivery objectives	Essential	Application
17	Detailed knowledge and practical experience of work-based techniques such as performance management, audit, and project planning	Essential	Application/Interview
18	Thorough knowledge of the relevant PACE codes of practice requirements and interviewing techniques	Essential	Application
19	Advanced skills in project planning and project management	Essential	Interview
20	Ability to write detailed technical reports for Fire Authority Committee's	Essential	Selection Process
21	To hold and maintain a current driving licence.	Essential	Application
22	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider	Essential	Selection process only
23	Demonstrate an understanding of and ability to implement Health & Safety at work	Essential	Selection process only

3rd February 2021