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| |  | | --- | |  | | **Fire Safety Adviser**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Fire Safety Adviser  **Directorate:** Corporate and Support Services  **Service Area:** People and Organisational  Development  **Team:**  Health, Safety, Wellbeing and Emergency Planning Team | Salary Grade: S01 |
| **Post Reports to:** Health, Safety, Wellbeing, and Emergency Planning Manager  **Responsible for:** N/A | |
| **Main Purpose of the Job:**  To support the Health, Safety, Wellbeing, and Emergency Planning Manager in the provision of an effective fire safety service.  To provide fire safety advice, information, instruction and training for Council staff and partners, ensuring compliance with legislation, guidance, and relevant standards.  To support all managers and employees in minimising fire related disruption and losses to the Council in operational, financial, and human terms.  To act as the Council’s ‘competent person’ in fire safety matters. | |
| **Summary of responsibilities and key areas:**  **Information & Advice**   * In conjunction with the Health, Safety, Wellbeing, and Emergency Planning manager, provide comprehensive information and professional advice to facilitate the management of fire safety. * Provide effective solutions to fire safety related issues by utilising creative thinking. * Interpret and explain fire safety legislation and associated information to managers and staff. * Assist in providing a ‘one stop shop’ for fire safety information and guidance. * Provide appropriate responses to fire safety complaints and advise on corrective action, seeking management advice where necessary. * Attend fire safety meetings and health and safety meetings and provide impartial and professional advice. * Assist managers on necessary procedures to be followed in the event of a serious fire incident. * Advise on the safe evacuation of people from buildings in the event of an emergency.   **2 Training**   * Assist in identifying health and safety training needs analysis. * Develop and prepare training materials for use with fire safety / health and safety presentations and courses. * Contribute, present, and participate in relevant training courses (eg. Fire Warden courses).   **3 Inspection and Investigation**   * Undertake proactive fire safety audits and inspections as required and to produce written reports with findings and recommendations. * Conduct investigations into fire related incidents, including producing reports containing findings, root cause analysis, and recommendations.   **4 Fire Risk Assessments (FRA)**   * Provide advice to managers regarding the content of the corporate fire risk assessment process and documents. * Assist managers to prepare guidance manuals and fire safety log books. * Make managers aware of changes in legislation that need to be incorporated into existing FRA’s and procedures. * Timely escalation of fire risk concerns, and lack of follow-up actions post-audit, with the Health, Safety, Wellbeing, and Emergency Planning Manager.   **5 Contractors**   * Liaise with officers to ensure compliance with legislation. * Carry out site visits to ensure contractor compliance, escalating concerns as necessary. * Appraise plans for the installation of fire alarms, smoke detectors, etc. and proposed changes to new or existing buildings.   **6 Liaison with Enforcement Agencies**   * Liaise with the local Fire Service and regional fire headquarters when needed, and the local authority Building Control department.   **7 Media and Communications**   * Provide accurate and factual information for use by the Council’s Communications Team as required.   **8 Legal & Insurance**   * Respond to request for information concerning claims by employees / the public. * Liaise with the Council’s Legal Services department as required.   **9 Professional Development**   * Proof of competence by successful completion of Fire Safety Courses (Modules A-D). * Attend training courses to maintain professional fire safety competence. * Keep up to date with new and changing developments in fire safety through relevant media, seminars and presentations. * Commitment to continuing professional development (CPD).   **10 General**   * Deputise for senior officers where appropriate. * Project manage specific activities as directed. * Provide advice and guidance to partner organisations as required. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Demonstrate experience of critically reviewing complex plans, designs and strategies to ensure fire compliance and risk identification, evaluation and control. | Essential |
| Be able to demonstrate experience of managing fire safety in different buildings for example, listed buildings and museums. | Essential |
| A sound knowledge of fire safety legislation and its application within a large organisation. | Essential |
| Ability to compile reports, write internal policies and strategies. | Essential |
| Extensive relevant experience in enforcement inspection, fire risk management, and provision of authoritative fire safety advice. | Essential |
| Comprehensive up-to-date knowledge of all legislation, standards and best practice in fire safety relevant to this role. | Essential |
| Be self-motivated with ability to manage own workload yet able to take instruction and direction. | Essential |
| Ability to liaise with enforcing authorities | Essential |
| Be able to develop and present bespoke fire safety training packages | Essential |
| Proven track record of providing proportionate and practicable solutions | Essential |
| Demonstrable computer literacy, including e-mail, social media, internet, Microsoft Office | Essential |
| Demonstrable capacity to work well in a team. | Essential |
| Proven ability to engage with a range of diverse stakeholders and effectively transmit key fire safety messages, especially in a formal training context. | Essential |
| Good interpersonal, verbal communication, written communication, and presentation skills | Essential |
| Hold a relevant fire safety qualification (NEBOSH Fire). | Essential |
| Ability to drive and access to a car for work | Essential |