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| **Job Title:** | Fire Safety Inspector / Senior Fire Safety Inspector | **Date:** | March 23 |
| **Reporting Line:** | Protection Manager | **Salary:** | £27,803 - £35,745 Fire Safety Inspector (bar at £31,364)  £36,648 - £40,221 Senior Fire Safety Inspector  Essential Car User payable subject to Functional Team |
| **Team:** | Variety of teams | **Business Area:** | Protection |
| **Additional Information** | No fire safety specific knowledge is required at the application stage but candidates should be able to demonstrate and evidence that they have the aptitude and skills to develop these competencies as part of their professional development.  Progression through the bar at the top of Band 5 is subject to successful completion of the Level 3 Certificate (Fire Safety Auditors) and authorisation to serve enforcement notices which is a core requirement of the role. | | |
| **Additional Remuneration** | Essential Car User allowance is payable for the majority of roles with the exception of roles within the Technical & Consultation Team. It is an essential requirement for the role that successful candidates hold a current full driving licence.  The Investigations and Enforcement Team operates a self rostering rota system which involves regular evening and weekend working for which a 10% pensionable shift allowance is payable.  Certain Senior Fire Safety Inspector roles require third party accreditation for which an additional payment of £4,000 is payable annually. | | |

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| JOB PURPOSE |
| Manage a varied workload and deliver activities in line with strategic plans and priorities, performance objectives and expectations and organisational values including the NFCC Core Code of Ethics.  To carry out fire safety inspections to provide advice, guidance and support to business and take enforcement action including undertaking investigations where required. This means simple premises and low risk complex premises for Fire Safety Inspectors and all premises for Senior Fire Safety Inspectors.  Liaise with Local Authority services and other agencies as part of the integrated community risk management process e.g. building control, planning, housing, licensing, environmental health etc.  To promote fire safety compliance through national and local initiatives including engaging with the business community to provide advice through the provision of guidance, support and business safety initiatives.  Be a point of contact and provide support for operational personnel and other colleagues in relation to fire safety matters including training and updating and monitoring of risk critical information.  To work in partnership with other regulators to ensure the safety of the public including responding to consultations and notifications and participating in multi-agency initiatives to deliver targeted advice and enforcement action  Deliver activities in line with strategic plans and priorities, performance objectives and expectations and organisational values including the NFCC Core Code of Ethics.  Consider and respond to consultations on behalf of the Authority in accordance with competence and experience. This means simple premises and low risk complex premises for Fire Safety Inspectors and all premises for Senior Fire Safety Inspectors. |

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| **KEY RELATIONSHIPS** |
| * Protection Management Team * Protection Teams * Service Delivery Teams * North West Fire and Rescue Services * Local Authorities and other external partners including:   + Greater Manchester Police   + Building Control Bodies   + Crown Premises Fire Inspection Group (CPFIG)   + Health and Safety Executive   + Care Quality Commission |
| **KEY RESPONSIBILITIES** | |
| Inspection Activity   * Undertake fire safety audits and inspections relative to competence and experience. This means simple premises and low risk complex premises for Fire Safety Inspectors and all premises for Senior Fire Safety Inspectors * Determine appropriate action to address non-compliance in accordance with national guidance, organisational policies and procedures and exercising professional judgement. * Provide advice and support to business owners to improve fire safety in regulated premises. * Undertaken formal enforcement action where necessary to secure improvements in fire safety provisions in accordance with experience, competence and level of authority. * Ensure that clear records are completed and maintained using appropriate corporate systems in relation to inspection and enforcement activity including the gathering of evidence. * Carry out criminal investigations and prepare criminal investigation case file (Senior Fire Safety Inspector) * Carry out inspections and enforcement activity under the Health & Safety at Work Act in relation to the Authority’s Petroleum & Explosives functions (Senior Fire Safety Inspector) * Support and undertake Fire Investigations where required in line with competence and experience (Senior Fire Safety Inspector)   Consultations & Partnership working   * Liaise with Local Authority services and other agencies as part of the integrated community risk management process e.g. building control, planning, housing, licensing, environmental health etc. * Consider and respond to consultations on behalf of the Authority in accordance with competence and experience. This means simple premises and low risk complex premises for Fire Safety Inspectors and all premises for Senior Fire Safety Inspectors. * Attend meetings with responsible persons, their consultants and with partner agencies (For premises relevant to competence and experience) to agree appropriate fire safety interventions. * Contribute to and participate in multi-agency initiatives and interventions to deliver targeted advice and enforcement action   Advice and Engagement   * Provide a Fire Protection Team point of contact to relevant stakeholders for specialist fire safety advice within the local community to ensure that service delivery is responsive to community needs * Contribute to the development of future practice by identifying good practice, barriers to service delivery and service improvements. * Develop procedures and guidance to support and deliver service improvements (Senior Fire Safety Inspector)      * Support the Fire Protection Manager in engaging and developing internal/external local partnerships in order to deliver key objectives for the benefit of achieving a safer society, reducing the social, economic and environmental impact of fire on the community. * Work with others to proactively identify risks through intelligence and interfacing with colleagues and partners. * To deputise for the Fire Protection Manager in his/her absence at relevant meetings to ensure consistent, co-ordinated and integrated working within the Borough/ Area teams and partners * Maintain activities to meet organisational and department requirements and be accountable for managing time flexibly. * Manage workloads effectively to support targeting risk-based fire safety compliance * Maintain healthy, safe and productive working conditions whilst making recommendations for improvements to work activities. * Take responsibility for effective performance. Develop your own skills to improve personal performance and establish and maintain effective working relationships. * Undertake activities to support Continuing Professional Development (CPD) and ensure these are recorded. Where necessary undertake and maintain the requirements of third party registration (Senior Fire Safety Inspector) * Support the development of teams and individuals by contributing to the identification of development needs. * Provide mentoring and support to other Fire Safety Inspectors and contribute to quality assurance activity including peer review processes. * Deliver training to a range of GMFRS personnel and partners. * Undertake informal and formal assessments as part of accredited training programmes (Senior Fire Safety Inspector).   Flexible & Agile Working   * All personnel may be required to work from any location in Greater Manchester in order to meet organisational need and service priorities. * There is a requirement to participate in targeted initiatives and to attend events and meetings outside of normal working hours including evenings and weekends.   Secondary Employment.   * All personnel wanting to undertake secondary employment must follow the GMFRS formal secondary employment application process.   Corporate Duties   * Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability. * Safeguard at all times confidentiality of information relating to staff and pensioners. * Refrain from smoking in any areas of Service premises. * Behave in a manner that ensures the security of property and resources. * Abide by all relevant Service Policies and Procedures.   Records Management/ Data Protection   * As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.   Confidentiality and Information Security   * As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.   Data Quality   * All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols. * To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.   Health and Safety   * All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.   Service Policies   * All GMCA employees must observe and adhere to the provisions outlined in these policies.   Equal Opportunities   * GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.   **NB:** This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. | |
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| **EDUCATION, KNOWLEDGE, EXPERIENCE, COMPETENCIES AND SKILLS** |
| **Education, Qualifications and Memberships**   * Good standard of education. * Institution of Fire Engineers Graduate or Membership certificate or Equivalent IFE Qualifications. Desirable criteria for Fire Safety Inspector/Essential criteria for Senior Fire Safety Inspector   **Fire Safety Inspector**   * Level 3 Certificate in Fire Safety or an equivalent professional discipline (i.e. Environmental Health, HHSRS) (Essential Criteria) * Level 4 Diploma in Fire Safety or willingness to work towards this qualification (Desirable Criteria) * Level 2 Certificate in Fire Investigation (Desirable Criteria)   **Senior Fire Safety Inspector**   * Level 4 Diploma in Fire Safety or an equivalent professional discipline (i.e. Environmental Health, HHSRS) (Essential Criteria) * Level 5 Diploma Fire Engineering Design Principles; or * Level 7 Certificate in Advanced Investigative Practice; or * Level 5 Certificate in Fire Investigation   GMFRS is committed to developing its employees to ensure we have the right people with the right skills. As these are specialist roles, training and qualifications will be provided in role as part of a formal professional development framework aligned to the Competency Framework which will include completion of Development Portfolios and ongoing assessments. For some training courses personnel may be required to sign a ‘Learner Agreement’ with a requirement to repay course fees if leaving the service within a specified timeframe.  **Experience**   * Experience of providing advice and guidance to service users in a variety of formats. * Experience of enforcing fire safety legislation or other comparable legislation (Senior Fire Safety Inspector) * Experience of applying fire risk assessment principles appropriate to role (Senior Fire Safety Inspector) * Experience of investigating complaints and decision making in accordance with policies, law and national guidance (Senior Fire Safety Inspector) * Evidence of responding to and successfully dealing with conflict and challenging inappropriate behavior. * Evidence of contribution to the implementation of policies and procedures. * Experience of multi-agency working to achieve outcomes for service users * Experience of recording activity and decision making using information and technology provided with the office environment e.g. Microsoft Office and case management systems * Health & Safety (H&S) – A Knowledge and understanding of H&S legislation and the application of H&S policies and procedures, within the workplace environment. * Experience of providing advice and support for enforcement actions (Senior Fire Safety Inspector) * Experience of carrying out criminal Fire Safety Enforcement/Fire Scene Investigations (Senior Fire Safety Inspector)   **Essential Competencies**   * Context: – understanding of the role of regulation and the ability to work within policies and procedures to achieve objectives * Risk Assessment: – ability to assess regulatory risk, gather and analyse data to inform risk assessment and use this to guide activities * Understanding those you regulate: an understanding of how regulation and the way it is enforced can impact those we regulate and the factors that affect business compliance. Ability to engage constructively when carrying out regulatory activity and tailor approach to the circumstances. * Planning your activities: ability to act within your area of responsibility and competence and make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact. Ability to plan your work and work effectively with other Organisations * Checking Compliance: ability to prepare appropriately for checks on compliance, conduct checks and follow up checks in a proportionate and appropriate manner, be responsive to the circumstances encountered and make informed assessments of compliance and risk. * Supporting compliance: Understanding of the need for compliance support amongst those you regulate and the ability to promote the importance of compliance utilising method of communication appropriate to the circumstances. Ability to provide information and guidance including tailored advice where appropriate. Demonstrate an ability to provide information and guidance including tailored advice where appropriate * Responding to non-compliance: ability to select proportionate responses to non-compliance and potential non-compliance and communicate effectively. Prepare and implement effective responses to non-compliance including support for those adversely affected (Senior Fire Safety Inspector) * Evaluation: ability to monitor and report on your activities and performance and evaluate your activities in relation to your regulatory objectives and GMFRS strategic priorities   **Skills & Behaviors**   * Demonstrate excellent interpersonal and communication skills * Ability to work under own initiative and with minimal supervision * Ability to develop effective strategic relationships with key stakeholders and colleagues including the ability to influence, negotiate and formulate agreement * Demonstrate a positive, co-operative, flexible and adaptable approach * Ability to work as part of an effective team and provide support and mentoring to other team members * Excellent organisational skills with the ability to prioritise workloads to meet competing demands * Commitment to excellent service delivery putting the needs of vulnerable customers at the heart of work activities.   **SPECIAL REQUIREMENTS**   * Attend relevant training and development courses and any other courses of study deemed relevant to achieve competence in role. * Hold a current full driving licence and have access to a vehicle   **Corporate Duties**  Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.  Safeguard at all times confidentiality of information relating to staff and pensioners.  Refrain from smoking in any areas of Service premises.  Behave in a manner that ensures the security of property and resources.  Abide by all relevant Service Policies and Procedures.  **Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.  **Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. 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