# Role profile

* **Job title**: Prevention Advisor
* **Grade:** Scale Point 8-14
* **Business area:** Service Delivery - Prevention
* **Reporting line:** Prevention Manager
* **Team:** Service Support Prevention

## Job Purpose

To deliver prevention education and intervention activities within the community to reduce risks across Greater Manchester and ensure the provision of an effective Prevention service.

Prevention Advisors will undertake prevention activities that support the organizational strategic priorities to work locally and across Greater Manchester to enhance GMFRS prevention service delivery.

## Key working relationships

* Prevention Managers
* Prevention Development Officers
* GMFRS area management teams
* GMFRS station based teams
* GMFRS Youth Engagement teams
* Place Based Teams
* Greater Manchester Police
* Housing providers
* Health and Social Care providers
* Bury Safety Centre and Local Authority Education providers
* Youth Service providers
* Voluntary, Community & Social Enterprise sector
* Faith and community groups
* HM Prisons and Youth Offending Institutes

## Key Responsibilities

* To co-ordinate with wider GMFRS teams and effectively support the deliver community safety packages and presentations to support in the reduction of risk to the vulnerable groups.
* To support in the delivery of local and national community safety campaigns to reduce risk of fire in Greater Manchester and support in the achievement of nationally set targets to improve overall public safety.
* Undertake appropriate ‘Person Centered Fire Risk Assessments’ in line with GMFRS prevention strategy including the fitting of risk reduction equipment.
* Deliver a range of community safety education packages and programmes to individuals and groups who have been identified through a range of fire setting behaviours.
* Effectively deliver community safety education packages and programmes to individuals or groups who have been engaging in or at risk of engaging in other forms of crime and disorder to support partnership activities across Greater Manchester.
* Support the range of activities which the service provides for engagement with ‘Children and Young People’, with programmes such as Fire Smart, to provide resilience for continuity of service delivery within the directorate.
* Support the work of the Prince’s Trust, as required, including possible temporary secondments to provide resilience for continuity of service delivery.
* Increase the capacity to deliver and promote community safety messages by engaging with agencies from the voluntary, youth, elderly, health, faith, religious and housing sectors and other local key providers.
* Maintain an outline understanding of the primary causes of accidental and deliberate fires, in order to assist in the development and implementation of community safety educational programmes.
* Work in partnership with internal and external partners to promote and engage in the work of the community safety team and in doing so develop a network of contacts.
* Attend professionals meetings and other relevant meetings when requested and initiating processes when required to support the GMFRS strategic aims.
* Assist with publicity and marketing within the local community and local media in relation to community safety in order to improve quality of life.
* Actively seek feedback and evaluation from clients following activities and provide to Line Manager to improve the effectiveness of delivery of community safety messages and inform future prevention strategies.
* Ensure that all administration is completed in an accurate and timely manner and in line with the relevant processes and procedures, raising any concerns immediately with your line manager such as the management and regular review of the Persons at Increased Risk of Fire register in line with appropriate guidelines
* To undertake safeguarding duties as laid out in the GMFRS safeguarding policy.
* Mentor and support newly appointed Prevention Advisors and other colleagues within the workplace.
* Support operational staff in awareness of and delivery of prevention activities as required

## General

* To support the delivery of prevention activities in line with local area prevention action plans.
* Actively feedback and evaluate prevention activities to improve the delivery and inform future prevention strategies.
* Responsibility for all administration completion in an accurate and timely manner to support organisational governance.
* To complete IT related tasks associated with the role, including processing, analysing and monitoring of data.
* To contribute to corporate work streams and projects relating to community safety and other aspects of the organisation.
* To work within the Prevention governance structure, attending appropriate meetings and support completion of departmental and area action plans.
* To support equality, sustainability and health and safety impact assessments on activities and guidance in line with current legislation and service policies.
* To contribute to the production and amendment of prevention and community safety Policy & Procedures and guidance for the Service.
* To attend meetings, seminars, conferences, CPD and training courses commensurate with role in the organisation, some of which may require travel and overnight accommodation.
* To always hold yourself and others to a high standard of professionalism, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do.
* Working with other teams internally and externally collaboration is maximised and supporting on activity where appropriate.
* Ensure the services delivered internally and externally are inclusive and accessible.
* To align work area to the Sustainability Strategy and ensure work practices are inclusive of this value & strategic intent.

**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.**

## Knowledge, Skills, and Experience

### Knowledge & Experience

* Experience of working to provide a service to the following members of the community.
* Experience of working within a team and providing support / mentoring to other team members.
* Have a good understanding of health and safety, equality and diversity and safeguarding legislation.
* Experience of coaching, training or teaching (not necessarily as a full-time occupation).
* Knowledge of working in partnership with other private or public sector agencies to achieve a common goal.

### Skills, Values & Behaviours

* Representing GMFRS in a professional manner whilst ensuring all relevant information is given and GMFRS priorities are clearly expressed.
* Ability to present information to individuals, small groups, and larger audiences with an awareness of recipients' needs.
* Be a strong communicator with the ability to demonstrate a range of behaviors such as empathy, trust, patience with a non-judgmental and inclusive approach to working with diverse and vulnerable communities
* Effective written communication skills in order to take accurate and legible records and produce brief reports as required for partner agencies or safeguarding boards
* Ability to use a range of information and communication technology mediums to a basic level including computer / keyboard skills.

**FOR ROLES EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT:**

This role is exempt from the Rehabilitation of Offenders Act (1974) and will require disclosure of all convictions including those considered spent under the Act. The role holder will be subject to an Enhanced level check by the Disclosure & Barring Service.

## Corporate Duties

*Do not behave in way 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.*