

Job Profile

Protection Engagement Manager Grade 10 £48226 - £51356

About the Job

Gloucestershire Fire and Rescue Service is looking for professional, highly motivated individuals with a drive for excellence to join our Protection Team as a Protection Engagement Manager.

The Protection management team is looking to expand in order to deliver programmes, such as supporting Inspectors with legal enforcement, maintaining department Continual Professional Development (CPD) and delivery of our business engagement functions.

If you are a motivated individual looking to use your knowledge, skills and experience working with our business communities in a specialist area, then the role of Protection Engagement Manager could be for you.

- **This is what we need you to do...**

- To ensure the Service delivers a consistent approach to the application of Enforcement measures under the Regulatory Reform (Fire Safety) Order.
- Provide specialist technical, engagement and enforcement advice and guidance for the Service.
- Lead and deliver data led Fire Safety Engagement activities undertaken by the Service.
- To lead work with Local Authorities and Approved Inspectors by reviewing and consulting on statutory work areas, within agreed time scales, on a wide range of projects.
- Encouraging and develop existing collaborative partnerships and create new partnerships.

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- Developing a training programme for relevant staff, ensuring knowledge and understanding of relevant legislation and its application, commensurate with the role.
- Quality assuring your team as well as training content, delivery and maintenance.
- To interpret and apply relevant Fire Safety legislation practically and proportionately and where necessary advising partners.
- Support enforcement activities undertaken by the Service
- Support and achieve consistency in the delivery of Fire Safety interventions through development of policies and guidance. in line with the Services Equality, Diversity and Inclusion Policy.
- To develop and ensure appropriate communication exists during fire safety interventions including enforcement activities as part of ongoing reviews and decision making to maintain transparency and fairness.
- In liaison with the deputy head of protection, formulate strategies and initiatives to raise awareness and promote fire safety regulatory compliance within diverse communities
- Monitoring ongoing development of outcomes
- To initiate enforcement action in line with the parameters as set out in Service plan and procedures, in support of the principles detailed in the Regulators' Compliance Code
- To draft and issue informal and formal Enforcement action in line with Service plan and procedure, including Letters of Fire Safety Matters, Alteration Notices, Enforcement Notices and Prohibition Notices. This will include a peer review if called to the premises by the inspecting officer.
- Conduct suspect Interviews under The Police and Criminal Evidence Act 1984
- To monitor, evaluate and report on engagement interventions monthly.
- To manage the Protection Engagement team areas of responsibility, include monitoring sickness, IPP and competence in line with GFRS policies and procedures
- Provide out of hours response for fire safety enforcement which is part of a 1 in 6 weekly rota and paid in line with Gloucestershire County Council out of hours contacts.

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- As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile.
- **Special Conditions**
- A current full UK driving licence. This role will include travel throughout Gloucestershire, access to a vehicle would be required, however a Service vehicle may be available.
- The ideal candidate will have...
- Experience
- A good understanding of the role of the Fire and Rescue Service in England and familiar with the legislative environment in which they operate.
- Experience of managing teams
- Experience of managing enforcement activities
- You will be expected to apply all relevant technical standards (British Standards, European Norms, Published Documents, Approved Documents, national technical guidance documents) whilst operating in accordance with the extensive technical guidance library, and the Regulators Code.

- Aligns with Gloucestershire Employee Values and behaviours which are available on our website
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- Ability to use initiative, work without supervision and complete tasks to a high standard.
- Demonstrates good verbal and written communication skills.
- Flexible, adaptable and reactive to changing priorities.
- Team approach.
- Well organised.
- Able to work flexibly outside of normal office hours to provide frequent cover on the Duty Fire Safety Officer role
- Good levels of Customer Service provision
- Knowledge, Skills and Understanding
- Ability to analyse and collate data from various sources.
- Ability to work alone and prioritise information and action works to address identified needs as necessary.
- Excellent interpersonal skills and communication skills required including the ability to write comprehensive and sometimes complex reports.
- Ability to work independently without supervision, to quality check and organise own workloads.

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- Taking and managing legal enforcement action
- Commitment to continuous personal development independently and initiate the appropriate level of enforcement based upon audit outcomes
- Behavioural attributes
- Attention to detail.
- Ability to communicate with Fire and Rescue Service managerial personnel at local level using all communications media.
- Ability to work on own initiative and be self-motivated.
- Good written and presentation skills with accurate spelling and grammar
- Education & Qualifications Essential
- Educated to GCSE level or equivalent
- Good IT skills essential including Microsoft 365
- Level 4 Diploma in Fire Safety
- Level 7 Legal Skills in Investigation or prepared to work towards
- Need to be highly flexible and adaptable to day-to-day variances in task needs and priorities.

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