

Job Profile

Fire Safety Inspector/Fire Safety Inspecting Officer Grade: 8/9

Career Grade Progression Scheme Date created: 00/00/0000

About the Job

Grade 8 – Fire Safety Inspector

To undertake a wide range of duties relating to the delivery of fire safety, through the provision of advice, consultation and enforcement of legislation relating to fire safety and investigation matters. This role is a career grade. Post holders may progress through from Fire Safety Inspector to Fire Safety Inspecting officer

Grade 9 – Fire Safety Inspecting Officer

As well as the above the post holder will be responsible for advising the area manager out of hours fire safety advice which may result in the immediate restriction or prohibition of premises under the fire safety order 2005. This could result in displacing relevant persons or the closure of a business. The post holder must be aware of the implications of this responsibility and the external agencies such a decision may make include political and media interest.

This is what we need you to do...

Inspector (Grade 8)

- To carry out Fire Safety inspections/audits of non-domestic premises to ensure conformity with the Regulatory Reform (Fire Safety) Order 2005.
- To enforce Fire Safety legislation in accordance with Service policy, collect evidence and assist with the preparation of prosecution cases, to include giving evidence where appropriate.
- To gather information for the completion of Operational Risk information to contribute the safety of Operational staff.
- To identify high risk premises, groups and individuals within the community to assist with the implementation of targeted risk-based inspection programmes.
- To examine submissions from outside agencies and provide advice to determine compliance with statutory codes of practices and other fire related legislation.
- To respond to statutory consultations on request, within the maximum time periods identified.

Officer (Grade 9)

This post incorporates additional responsibilities associated with the Grade 8. These are:

- Participate in a 12-month trial of the Out of Hours Fire Safety Advice Provision, providing specialist advice outside of normal working hours
- Be on call during weekdays from 17:00-09:00 on a rota basis.
- Be on call on weekends: From Friday 17:00 to Monday 09:00 on a rota basis.
- Respond to telephone queries and attend incidents where necessary to deliver fire safety guidance in line with statutory responsibilities
- Respond to any incoming emails over the weekend.

- To carry out formal investigations as required by the Service to effectively resolve issues and recommend corrective measures as appropriate.
- To provide support and technical expertise to colleagues and other departments, including mentoring and training, to ensure effective sharing of knowledge
- Once qualified there may be a requirement to be available, through contractual agreement, for Fire Safety Enforcement out of hours within a structured rota. Additional pay benefits will be provided.

Further to the above both grades will need....

- To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.
- To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.
- To represent the department/function at meetings and act as Service representative for initiatives as required.
- To undertake project tasks or more specialised administrative work relating to the specific function or department.
- To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.
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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.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

We encourage and welcome applications from people from ALL backgrounds and protected characteristics; applicants will be considered for employment without regard to their race, colour, religion or belief, age, nationality, ethnicity, gender (including pregnancy, childbirth, or other related medical conditions, paternity or adoption), gender identity, gender expression, sexual orientation, marital status, disability or caring responsibilities.

As a Disability Confident employer, we will guarantee an interview for disabled applicants who meet the essential criteria for the job. Where the evidence shows that 'protected characteristics' are under represented in a profession or service, the Council may take 'positive action' to encourage applications for jobs to address this.

The ideal candidate will have...

Experience

- Undertaking inspections of premises.
- Evaluating and assessing risk assessments for compliance with relevant legislation.
- Report writing to support inspection of premises.
- Legislative enforcement

Knowledge, Skills and Understanding

- High standard of written and oral communication.
- Possess good verbal and presentation skills for staff training.
- Able to demonstrate an analytical approach to the assessment of Fire incidents and Fire risks.
- Ability to maintain efficient and effective office systems.
- Ability to interpret plans and fire safety related reports.
- Able to interpret and apply legislation.
- Understanding of Microsoft Word, Excel and Outlook

Behavioural attributes

- Demonstrates Gloucestershire Leader/Employee Behaviours.
- 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

Education & Qualifications

Essential

- Educational or vocational qualifications equivalent to the attainment of 5 GCSEs, to include English and maths
- Hold or working towards a Level 4 Diploma in fire safety or equivalent (or working towards)
- Grade 9 to hold or working towards APCIL Level 7

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