

Job Profile

Fire Safety Advisor

Grade: 6 Date created: 29/04/2024

About the Job

To undertake a wide range of duties relating to the delivery of fire safety, through the provision of advice, and support enforcement of legislation relating to fire safety

This is what we need you to do...

- To carry out Fire Safety inspections/audits of simple non-domestic premises to ensure conformity with the Regulatory Reform (Fire Safety) Order 2005.
- To support the enforcement of 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 identify high risk premises, groups and individuals within the community to assist with the implementation of targeted risk-based inspection programmes.
- To represent the department/function at meetings and act as Service representative for initiatives as required
- To provide advice in order to determine compliance with statutory codes of practices and other fire related legislation.
- To provide support and technical expertise to colleagues and other departments, including mentoring and training, to ensure effective sharing of knowledge.

Special Conditions

- A current full UK driving licence is required. This role will include travel throughout Gloucestershire, access to vehicle would be required, however a Service vehicle may be available.

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.



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.

The ideal candidate will have...

Experience

- Commitment to personal development
- Awareness of fire safety laws
- Providing information in the form of reports.
- Working in teams and with other groups to deliver positive outcomes.
- Carrying out business engagement events

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 risks.
- Ability to maintain efficient and effective office systems.
- Ability to interpret plans and fire safety related reports.
- Able to interpret and apply legislation.

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
- Level 3 Fire Safety Certificate, or an equivalent Level 3 qualification in customer service, road safety, or other

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- Understanding of Microsoft Word, Excel and Outlook

engagement-related activities; or a willingness to work towards achieving a Level 3 qualification.

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