# Business Safety Officer

## **Job description and person specification**

Devon and Somerset Fire and Rescue Service

# Job de**scription**

**Job title:** Business Safety Officer

**Grade:** Grade 3, 5 and 7

**Department:** Operations – Group Support Teams

**Reports to:** Group or Station Manager – Service Delivery Protection Team

**Line manager responsibilities:** None

**Updated:** 6 October 2017

Main purpose of job:To carry out Fire Protection duties across the Service area of Devon and Somerset.

Main responsibilities and duties:

* Carry out Fire Safety enforcement inspection/audit of all premises to which the Fire Safety Order 2005 applies.
* As a result of these inspections; prepare reports and create and issue correspondence, e.g.;
	+ Letter of compliance.
	+ Letter of non-compliance (minor failures/risk to life).
	+ Enforcement notices (legal notice of failure to comply with current legislation).
* Conduct PACE interviews as part of enforcement and potential prosecution.
* Update the drawings and plans of the premises.
* Give Fire Safety advice to external business managers, the general public and internal staff by direct contact, telephone and e-mail.
* Act as an advisor, work in partnership and consult with various external enforcing authorities and agencies in order to give advice on the Fire Safety elements of premises that comes within their remit.
* Assist with the identification of high risk premises, groups and individuals within the community and the implementation of a targeted risk based reduction programme.
* Gather information for the completion of Operational Risk Information forms.
* Organise and manage own workloads to ensure most appropriate use of time commensurate with Service needs.
* Comply with all Service policies.
* Maintain own professional knowledge and records of CPD consistent with professional development requirements and participate in the Role Development programme.
* Where required provide; advice, guidance, training and coaching for other Group Support team members.
* Participate in the Personal Performance and Development process to identify personal training and development needs and to attend training events as directed.
* Carry out any other appropriate Community Safety duties as determined by the Line Manager.
* Organise and participate with external groups on business compliance events/presentations relating to the Fire Safety Order 2005.

# Core values of the Service

* We are proud to help
* We are honest
* We are respectful
* We are working together

Please follow this link to the Service Core Values [Behavioural Framework](http://www.dsfire.gov.uk/WorkingForUs/ACareerwithDSFRS/CoreValues.cfm?SiteCategoryId=13&T1ID=44&T2ID=372)

Signed acceptance of the core values of the Service and agreement that the job description is a fair and accurate statement of the requirements of the job:-

Job holder: Date:

Job holder’s manager: Date:

Designated senior manager (if applicable) Date:

# Person specification

Grade: 3/5/7

Job title: Business Safety Officer

Please refer to the numbered criteria below when completing the application form, as this will provide the basis for shortlisting.

## Key competencies

**Communication**

Ability to convey complex information to all levels in the form of reports and through presentations to groups.

Ability to negotiate to achieve favourable outcomes.

Ability to persuade and influence others (both within and outside of the Service).

**Organisation**

Ability to prioritise competing pressures to meet tight deadlines.

Ability to plan and prioritise work.

**Interpersonal**

Ability to be self-motivated.

Ability to work as part of a team.

**Analytical**

Ability to interpret and apply legislation and regulations.

Ability to deal with problems quickly and effectively and identify solutions.

**Innovation**

Ability to identify new ideas and methods that deliver improvement and efficiencies.

## Work experience

### Application of codes of practice, technical guidance and BSI.

### Grade 3: Desirable

### Grade 5 & 7: Essential

### Ability to progress a legal enforcement case against premises that has committed an offence under the Regulatory Fire Safety Order 2005.

### Grade 3:

### Grade 5 & 7: Desirable

### Carried out audits on premises of varying complexity

### Low complexity (e.g. Small Office or Bed and Breakfast Guest House).

### Grade 3:

### Grade 5 & 7: Essential

### Medium complexity (e.g. Large Hotel).

### Grade 3:

### Grade 5: Desirable

### Grade 7: Essential

### High complexity (e.g. multi-occupancy or requiring fire protection engineered solutions).

### Grade 3:

### Grade 5: Desirable

### Grade 7: Essential

### Liaison and consultation with Building Control Officers, Approved Inspectors or other Enforcing Authorities.

### Grade 3: Desirable

### Grade 5 & 7: Essential

### Working knowledge of the principles of fire protection engineered solutions.

### Grade 3:

### Grade 5 & 7: Desirable

### Delivery of presentations to groups.

### Grade 3: Desirable

### Grade 5 & 7: Essential

### Advice to business and 3rd Sector organisations on compliance with the Fire Safety Order 2005.

### Grade 3:

### Grade 5: Desirable

### Grade 7: Essential

## Qualifications and knowledge

**Membership of the Institute of Fire Engineers or holding an appropriate Fire Safety qualification the appropriate level certificate/diploma in Fire Safety i.e. Level 3 Certificate. Level 4 Certificate and level 4 Diploma**

Grade 3, 5 & 7: Desirable

### Accredited qualification in risk assessment.

### Grade 3: Desirable

### Grade 5 & 7: Essential

### An understanding of Fire Safety legislation.

### Grade 3: Desirable

### Grade 5 & 7: Essential

### Knowledge of Compliance Codes of Practice, BSI standards and technical guidance documents.

### Grade 3: Desirable

### Grade 5 & 7: Essential

### Knowledge of prosecution procedures.

### Grade 3: Desirable

### Grade 5 & 7: Essential

### PACE interviewing skills.

### Grade 3: Desirable

### Grade 5 & 7: Essential

### A good working knowledge of IT office applications and wider business

### Grade 3, 5 & 7: Essential

## Personal qualities and attributes

### Ability to influence and persuade others

### Grade 3, 5 & 7: Essential

### Self-motivation

### Grade 3, 5 & 7: Essential

### Ability to work as part of a team and on individual tasks.

### Grade 3, 5 & 7: Essential

### A high level of oral and written communication skills.

### Grade 3, 5 & 7: Essential

### Resilience when dealing with challenging and busy workload.

### Grade 3, 5 & 7: Essential

**Ability to travel.**

### Grade 3, 5 & 7: Essential

## Job Grading and Career Progression Scheme

Entry level pay grade is determined on the basis of qualifications and/or experience (defined in person specification).

The entry point within this grade range will be determined by an assessment of how the candidate matches the relevant criteria.

Career progression may apply subject to Service Delivery needs.

If Career progression between grades is offered it will be in accordance with experience in the role and demonstration of appropriate professional, technical and personal competences, and will only be offered subject to Service Delivery needs.

If Career progression applies reviews will take place, and subject to meeting the relent criteria and general performance within the role, the job holder will progress to the next grade as laid down within this Career Progression Scheme. The purpose of the Career Progression Scheme is therefore, to define the key competencies required to efficiently and effectively meet the job requirements and to align these with the progression within the scheme.

Monitoring will take place during the first six months of service by way of Probationary Reviews and thereafter combine with Personal Development Reviews.

**Criteria for appointment to grade 3 are:**

Evidence of ability to meet the following competencies that apply to the grade 3 role;

* Knowledge and application of Codes of Practice, BSI standards and technical guidance documents
* Able to carrying out Fire Safety Checks and audits for low and medium complexity premises falling within The Fire Safety Order 2005
* Able to deliver presentations on aspects of general Fire Safety; including evacuation procedures and compliance with Fire Safety legislation
* Able to assist with gathering evidence for legal action and supporting PACE interviews
* Able to examine and annotate plans and applying relevant codes of practice and technical guidance for premises of low complexity
* To have undertaken formal training and hold a formal qualification in Fire Safety Protection to a minimum of Level 3 Fire Safety Certificate or equivalent.

**Criteria for appointment to grade 5 are:**

All competencies required for grade 3 role to be demonstrated and maintained, plus the following competencies that apply to the grade 5 role;

* Liaising and consulting with Building Control Officers and Approved Inspectors, examining and annotating plans and applying relevant codes of practice and technical guidance for premises up to medium complexity
* Knowledge of prosecution procedures
* Working knowledge of the principles of fire protection engineered solutions
* Advising both the Business and 3rd Sectors on compliance with The Fire Safety Order 2005
* Act as lead officer and/or assisting to undertake and apply prosecution procedures in Legal Action Enforcement cases against premises that have committed an offence under The Fire Safety Order 2005 progressing any such cases to court
* Level 4 Diploma or equivalent.

In addition, appointment to grade 5 would require experience of or aptitude to complete formal training in the following Fire Safety subject areas:

* Building Regulations and guidance, building design, healthcare premises, solutions in higher life risk premises and prosecution procedures.

Any training offered will only be subject to Service Delivery needs.

**Criteria for appointment to grade 7 are:**

All competencies required for the grade 3 and 5 roles demonstrated and maintained. Also evidence of ability to meet the following competencies that apply to the grade 7 role;

* Carry out audits at high complexity premises falling within The Fire Safety Order 2005
* Working knowledge of the principles of fire protection engineered solutions
* Liaising and consulting with Building Control Officers and Approved Inspectors, examining and annotating plans and applying relevant codes of practice and technical guidance for premises up to high complexity
* Providing advice and guidance that requires a working knowledge of the principles of Fire Safety and services such as ventilation systems and sprinklers and a full understanding of British Standards, codes of practice, Building Regulations, approved documents and technical guidance documents
* Progressing a legal enforcement case against premises that has committed an offence under The Fire Safety Order 2005 to prosecution at court.

In addition, appointment to grade 7 would require experience of or aptitude to complete formal training in the following Fire Safety subject areas to support competence development;

* Engineering principles, sprinklers, smoke control and prosecution interview skills.

Any training offered will only be subject to Service Delivery needs.

**Maintenance of grade 7**

* Evidence of the acquisition and maintenance of competencies for grade 7 as identified within the Business Safety Officer Logbook & Development Planner. And also monitored and checked through management reviews and the Personal Performance and Development process.

## Factor guides

### Supervision/management of people

**Level 1** Little or no supervisory responsibility other than assisting in work familiarisation of peers and new recruits.

### Creativity and innovation

**Level 2** Work largely regulated by laid down procedures, but needing occasional creative skills to deal with routine problems.

### Contacts and relationships

**Level 3** Issues generally not contentious, but where the outcome may not be straight-forward. Within the Service, the advice or guidance would relate to issues which are less well established. Alternatively outside contacts would involve identifying details of service needs, assessment and initiating action to provide assistance, offering straightforward advice or delivering more comprehensive support and/or care.

### Decisions – discretion

**Level 2** Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

### Decisions – consequences

**Level 2** Decisions which have a material effect on the internal operations of the post’s own or other departments or on the individual or the provision of service to the public.

### Resources

**Level 2** Responsible for the proper use and safekeeping of hand tools, small items of equipment and low cost materials or for the accurate handling and security of small sums of cash and cheques or financial resources.

### Work environment – work demands

**Level 2** Work subject to interruption to the programme of tasks but not involving any significant change to the programme.

### Work environment – physical demands

**Level 1** Work requiring normal physical effort.

### Work environment – working conditions

**Level 1** Work normally performed in a heated, lit and ventilated indoor environment; may be exposed to occasional noise or outside conditions.

### Work environment – work context

**Level 2** Work potentially involves some risk to personal safety of injury, illness or health problems arising from the environment of the public/clients.

### Knowledge and skills

**Level 3** Ability to undertake work concerning more involved tasks confined to one function or area of activity, which requires a good standard of practical knowledge and skills in that area of activity.