Devon and Somerset Fire & Rescue Service

# Non-Uniformed Job Description, Core Values and Person Specification

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| Job Description |
| Job Title | Fire Safety Intervention Officer |
| **Grade** | Grade 5 - Subject to Job Evaluation |
| **Department** | Service Delivery Prevention |
| **Reports to** | Designated Safeguarding Lead |
| **Line Manager Responsibilities** | Grade 5 Practitioners (20) |
| **Updated** | 8 September 2023 |
| **Job Evaluated** | Subject to Job Evaluation |

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| **Main Purpose of Job:** Briefly - what is the job there for and why is it being done? Attach a brief organisation chart to show where the job fits. |
| * Create and develop, innovative, relevant, differentiated, quality assured programmes and resources to target, engage and educate children and young people in fire prevention.
* Management, compliance and reviewing of policies, resources, processes, and procedures to ensure successful delivery of Fire Safety Intervention programmes to children and young people.
* Ensure an alignment of Information Assurance and Safeguarding is consistent across DSFRS to guarantee a safe environment for children, young people, and Practitioners.
* Develop a quality assured training programme for Fire Safety Intervention Practitioners, to support facilitation of Fire Safety Intervention programmes in line with National Fire Chiefs Council best practice and guidance.
* Supporting Fire Safety Intervention Practitioners Leads and sharing best practice, innovation, experiential learning amongst peers through CPD training.
* To monitor and support Fire Safety Intervention Practitioners in line with requirements of Safer Recruitment policy and processes, manage performance and development of Fire Safety Intervention Practitioners.
* Provide quality assurance mechanisms and processes to ensure consistent effective delivery in line with information assurance processes. Maintain confidentiality of information and records securely and appropriately.
* To create mechanisms, supporting systems and guidance for DSFRS to successfully facilitate Fire Safety Interventions.
* To support and ensure appropriate systems and guidelines are in place to support Fire Safety Intervention programme activities.
* Develop and maintain partnerships within DSFRS and externally to improve and maintain Fire Safety Intervention delivery to ensure continued learning and development by sharing of best practice.
* Review the Community Safety Calendar and coordinate the appropriate educational and community safety messages relating to Fire Safety Intervention.
* Ensuring appropriate mechanisms are in place to effectively exchange information with staff, partners, and external agencies.
* To provide advice, guidance and support to staff and signposting to parents, staff, and external agencies on aspects of children and young people’s welfare.
* To liaise with the communications team to effectively market and promote Fire Safety Intervention activity within DSFRS, the wider community and through the NFCC to promote and share best practice across FRS’s nationally.
* To represent DSFRS and actively participate in regional and national meetings on matters relating to Fire Safety Intervention and children and young people.
* To report to Line Manager on performance issues relating to Fire Safety Intervention delivery and provide relevant data in line with aims and objectives/key performance indicators.
* To report and escalate identified risks as appropriate to Line Manager.
* To co-ordinate any budget delegated to the role by Line Management.
* To implement and compile evaluation of course/programme aims and objectives for internal and external purposes.
* To participate in the Personnel Performance & Development Review process to identify training and development needs and to attend training events as directed.
* To actively promote the Service Values and comply with Equality, Diversity and Inclusion and all Service policies.
* To perform tasks in a safe manner in accordance with Health and Safety policies and legislation.
* Carry out investigation reports and risk assessments in relation to CYP activity.
* Maintain professional knowledge by networking, attending training courses benchmarking performance against other Fire Services and reviewing professional publications.
* To support the Education Co-ordinator with educational intervention delivery.
* To support the Designated Safeguarding Lead with safeguarding delivery.
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| **Core Values of the Service** |
| * **We are Proud to Help**
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| * **We are Honest**
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| * **We are Respectful**
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| * **We are Working Together**
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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)

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| 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**: Grade 5

**Job title:** Fire Safety Intervention Officer

## Key competencies

**Essential**

* Proven experience of effectively working with children and young people / vulnerable adults with due regard to safeguarding protocols ideally within an intervention setting.
* Excellent interpersonal and communication skills
* Good written skills with proven ability to write reports, policies and procedures.
* Proven ability to create innovative solutions to complex issues
* Proven ability to research, analyse and interpret information in clear and concise manner to determine appropriate course of action.
* Proven ability to show sensitivity and objectivity in dealing with confidential issues.
* Ability to demonstrate effective presentation skills to both internal and external customers to the organisation.
* Ability to effectively create and effectively manage resources.
* Excellent organisational and planning skills
* Proven ability to prioritise work to ensure timely completion of tasks / meeting required deadlines.

## Work experience

## Essential

* Proven ability to develop, deliver and evaluate programmes and resources.

 Proven ability to deliver formal events

* Proven ability of working with MS Office software, packages (Outlook, Word, Excel, PowerPoint)

### **Desirable**

* Proven ability in managing projects/project management.

## Qualifications and knowledge

## Essential

* No convictions that would in the view of DSFRS render the applicant unsuitable for working with children, young people and vulnerable adults.
* Level 3 safeguarding children qualification
* Fire Safety Intervention (Fire Setter) course
* Proven track record of interventions and divisionary activities for children and young people and vulnerable adults
* Proven understanding of the educational system and the wider youth services agenda.
* Proven ability to develop, deliver and evaluate programmes and courses.
* Good understanding of safeguarding policy and procedures
* Good understanding of GDPR policy and procedures

**Desirable**

* An understanding of the Fire Service and wider community safety initiatives at local and national level
* Educated to a degree level /equivalent and/or holder of recognised teaching qualification.
* Professional Qualifications related to working with children and young people and vulnerable adults.

## Personal qualities and attributes

## Essential

* Self-motivated with a flexible approach
* Ability to ensure confidentiality of data and information.
* Commitment to supporting equality, diversity and inclusion.
* Professional in conduct.
* Personal resilience, particularly with complex safeguarding cases.
* A commitment to continuous improvement.
* Proven ability to work effectively and efficiently both on own initiative and as a member of a busy team.
* Current driving licence; willingness to travel to all sites within Devon and Somerset and occasionally beyond these areas (Postholder will be required to undertake a DSFRS Driving Assessment)

**Desirable:**

* Ability and willingness to work outside of Core Working hours, including on weekends and evenings.

**Factor Guides**

**Supervision/management of people**

**Level**

**Creativity and innovation**

**Level**

**Contacts and relationships**

**Level**

**Decisions – discretion**

**Level**

**Decisions – consequences.**

**Level**

**Resources**

**Level**

**Work environment – work demands**

**Level**

**Work environment – working conditions**

**Level**

**Work environment – physical demands**

**Level**

**Work environment – work context**

**Level**

**Knowledge and skills**

**Level**

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