**Fire Safety Inspector** **Job Description and Person Specification**

**Devon and Somerset Fire and Rescue Service**

# Job description

Job title: Fire Safety Inspector

Grade: Grade 5

Department: Service Delivery - Protection

Reports to: Fire Safety Manager

Line manager responsibilities: None

Updated: November 2024

Main purpose of job:

To contribute to the protection of the people within the Service area and to make communities safer by supporting to fulfil our statutory Protection duties : -

* Support the Fire Safety Manager to deliver against our Community Risk Management Plan (CRMP) and the organisational priorities.

To carry out Fire Protection duties across the Service area of Devon and Somerset

**Main Responsibilities and Duties:**

1. Carry out inspections of most regulated premises in line with a Risk Based Inspection programme. This includes buildings based upon fire engineering principles and high-risk premises (excluding high rise and very high risk such as major hospitals).
2. Investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions.
3. Respond to significant fire safety issues and requests for fire safety specific advice at operational incidents in a timely, accurate manner.
4. Draft and serve formal fire safety correspondence including legal notices for the purposes of fire safety regulation.
5. Have a high level of understanding of fire safety legislation and its application to premises.
6. Triage and report on submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and/or refurbishment of regulated premises (similar to the type you would inspect).
7. Report on applications from and attend meetings with Local Authorities and advise on fire safety issues relating to regulated premises.
8. Advise and assist partner agencies and other enforcing authorities in the application of their own statutory duties.
9. Give fire safety advice via methods such as telephone, email and presentations to external business managers, the general public and internal staff. (relevant to competence and experience).
10. Attend and represent the Fire Authority at external meetings such as NFCC etc (in line with competence, experience and any speciality).
11. Prepare/design, develop, coordinate and participate in compliance events.
12. Prepare and deliver Fire Safety training and education to DSFRS personnel and others.

1. Actively gather information with respect to hazards to Firefighters and to manage this to ensure that it is made available to Firefighters immediately.
2. Develop and maintain partnerships with internal and external stakeholders.
3. Contribute to DSFRS policies and procedures.
4. Work to reduce unwanted fire signals.
5. Provide guidance and quality assure the work of colleagues undertaking work such as Fire Safety Checks.

1. Organise and manage own workloads to ensure most appropriate use of time commensurate with Service needs.
2. Contribute towards the achievement of departmental and service objectives within framework of policies, processes and standards determined by the executive board.
3. Maintain security and confidentiality of information, whether computer based or otherwise, in line with legislation, i.e. GDPR and related DSFRS Policies.
4. Participate in the Personal Performance and Development process to identify personal training and development needs and to attend training events as directed.

**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: 5

Job title: Fire Safety Inspector

## **Key competencies**

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

### **Desirable and measured by application and interview.**

Ability to negotiate to achieve favourable outcomes.

### **Desirable and measured by application and interview.**

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

### **Desirable and measured by application and interview.**

Ability to prioritise competing pressures to meet tight deadlines.

### **Essential and measured by application and interview.**

Ability to plan and prioritise work.

### **Essential and measured by application and interview.**

Ability to be self-motivated.

### **Essential and measured by application and interview.**

Ability to work as part of a team.

### **Essential and measured by application and interview.**

Ability to interpret and apply legislation and regulations.

### **Desirable and measured by application and interview.**

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

### **Desirable and measured by application and interview.**

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

### **Essential and measured by application and interview.**

**Work Experience**

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

### **Desirable and measured by application and interview.**

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

### **Desirable and measured by application and interview.**

### Carry out audits on premises of

### Medium risk (e.g. Small Office or Bed and Breakfast Guest House).

### **Desirable and measured by application and interview.**

### High risk (e.g. Large Hotel or Large Care Home).

### **Desirable and measured by application and interview.**

### Carry out audits on premises of

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

### **Desirable and measured by application and interview.**

### Liaison and consultation with Building Control Bodies or other Enforcing Authorities.

### **Desirable and measured by application and interview.**

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

### **Desirable and measured by application and interview.**

### Delivery of presentations to groups.

### **Desirable and measured by application and interview.**

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

### **Desirable and measured by application and interview.**

## **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.

### **Desirable and measured by application and interview.**

Accredited qualification in risk assessment.

### **Desirable and measured by application and interview.**

An understanding of Fire Safety legislation.

### **Essential and measured by application and interview.**

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

### **Essential and measured by application and interview.**

Knowledge of fire safety related, or comparable prosecution procedures.

### **Essential and measured by application and interview.**

PACE interviewing skills.

### **Desirable and measured by application and interview.**

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

### **Essential and measured by application and interview.**

## **Personal qualities and attributes**

### Ability to influence and persuade others.

### **Essential and measured by application and interview.**

### Self-motivation.

### **Essential and measured by application and interview.**

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

### **Essential and measured by application and interview.**

A high level of verbal and written communication skills.

### **Essential and measured by application and interview.**

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

### **Essential and measured by application and interview.**

Ability to frequently travel within Devon and Somerset and, on occasion, outside of Devon and Somerset.

### **Essential and measured by application and interview.**