**Devon and Somerset Fire & Rescue Service**

# Job Description, Core Values and Person Specification

|  |
| --- |
| Job Description |
| Job Title | Fire Safety Inspector  |
| **Grade** | Grade 7  |
| **Department** | Service Delivery - Protection  |
| **Reports to** | Fire Safety Manager  |
| **Line Manager Responsibilities** | None  |
| **Updated** | Updated November 2024  |

|  |
| --- |
| **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. |
| 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 supporting delivery of Service Protection Risk Based Inspection Plan.
 |

|  |
| --- |
| **Main Responsibilities and Duties:** What needs to be done? – Describe the main responsibilities and duties required of the job. This should include responsibilities for the support or management of clients, employees, budgets, processes and equipment. |
| 1. Carry out inspections of all regulated premises to which the Fire Safety Order 2005 applies to in line with a Risk Based Inspection Programme. This includes buildings based upon fire engineering principles and high rise (highest risk premises).
2. Investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions and peer review others (when competent) in line with service policy.
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. Peer review notices for others (when competent) in line with service policy.
5. Be a subject matter expert in fire safety legislation and its application to premises and lead criminal prosecutions through the courts, preparing evidence and conducting PACE interviews.
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 all regulated premises (including most complex, highest risk).
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. Lead/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, draft and update 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: Grade 7**  | **Job Title:** Fire Safety Inspector  |
| Key Competencies  |

|  |  |  |
| --- | --- | --- |
|   | E=Essential D=Desirable | Measured by:(A = Application, T = Test and I = Interview. |
| A | T | I |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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).Ability to prioritise competing pressures to meet tight deadlines.Ability to plan and prioritise work.Ability to be self-motivated.Ability to work as part of a team.Ability to interpret and apply legislation and regulations.Ability to deal with problems quickly and effectively and identify solutions.Ability to identify new ideas and methods that deliver improvement and efficiencies. | EEEEEEEEEE | XXXXXXXXXX |   | XXXXXXXXXX |

|  |
| --- |
| Work Experience |
|  | E=Essential D=Desirable | A | T | I |
| Application of codes of practice, technical guidance and BSI.Ability to progress a legal enforcement case against premises that has committed an offence under the Regulatory Fire Safety Order 2005.Carry out audits on premises ofMedium risk (e.g. Small Office or Bed and Breakfast Guest House).High risk (e.g. Large Hotel or Large Care Home).Carry out audits on premises ofHigh risk and High complexity (e.g. multi-occupancy or requiring fire protection engineered solutions).Liaison and consultation with Building Control Bodies or other Enforcing Authorities.Working knowledge of the principles of fire protection engineered solutions.Delivery of presentations to groups.Provide advice to business and 3rd Sector organisations on compliance with the Fire Safety Order 2005. | EDEEDEDEE | XXXXXXXXX |  | XXXXXXXXX |

|  |
| --- |
| Qualifications/Knowledge  |
|  | E=Essential D=Desirable | A | T | I |
| 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.Accredited qualification in risk assessment.An understanding of Fire Safety legislation.Knowledge of Compliance Codes of Practice, BSI standards and technical guidance documents.Knowledge of fire safety related, or comparable prosecution procedures. PACE interviewing skills.A good working knowledge of IT office applications and wider business.  |  DDEEEDE | XXXXXXX |     | XXXXXXX |

|  |
| --- |
| Personal Qualities and Attributes  |
|  | E=Essential D=Desirable | A | T | I |
| Ability to influence and persuade others.Self-motivation.Ability to work as part of a team and on individual tasks.A high level of verbal and written communication skills. Resilience when dealing with challenging and busy workload.Ability to frequently travel within Devon and Somerset and, on occasion, outside of Devon and Somerset. | EEEEEE | XXXXXX |  | XXXXXX |