## Plymouth ORI Inspecting Officer (21 Hour Contract)

## **Job description and person specification**

Devon and Somerset Fire and Rescue Service

# Job de**scription**

## Job title: Plymouth ORI Inspecting Officer

**Grade:** Grade 5/6 - TBC at JEQ

**Department:** Operational Risk Information Team

**Reports to:** Watch Manager

**Line manager responsibilities:** None

**Updated:** August 2024

Main purpose of job:Support the effective management and development of Operational Risk within the service as directed by the Operational Risk Management Team.

Main responsibilities and duties:

1. Carry out Level 1, 2 and 3 Operational Risk inspections for which the ORI management team have identified as an assessable risk under:

 • Fire and Rescue Services Act 2004

 -Section 7(2)d

 • Fire and Rescue Services (Emergencies) Order 2007

 • Civil Contingencies Act 2004

 • Health and Safety at Work Act 1974

 • Management of Health & Safety at Work Regs 1999

 • Fire and Rescue National Framework / Fire and Rescue Service Operational Guidance

1. Prepare reports for management as required and populate electronic templates for processing.
2. Attendance and contribution at team meetings as required.

• Department SME) on High Rise, 11m-18m residential buildings and HMNB(D)

1. Work with both internal and external stakeholders for the development of Service risk information.

• Allocating L3 SSRIs to stations in Plymouth group

• Receiving and QA and processing of all station ORI work

• Providing instruction and guidance on ORI based revalidations and MORI systems

• HRRB Operational crews SME

• HRRB Management and Housing provider liaison (e.g. PCH)

• Offering guidance to HRRB owners/managers regarding Fire Safety (England) 2022 regulations and provision of SIBs, plans etc.

1. To gather relevant risk information and complete operational risk profiles for identified premises and sites.
2. To inform internal stakeholders (eg. Business Safety) of any relevant information found whilst carrying out operational risk inspections.
3. To report any sensitive, confidential and disclosed information in accordance with service policy. Working in line with DSFRS’s Children, Young People and Vulnerable Adults Safeguarding policies to the safe guarding team whist carrying out operational risk inspections.
4. Mentor and support newly appointed staff and other colleagues within the workplace as required and assist with operational risk training activities as directed.
5. To manage personal workloads and availability using the appropriate systems as directed.
6. To practice and promote the Health and Safety policies of Devon and Somerset Fire & Rescue Service to ensure the development and progression of health and safety within the sphere of responsibility of this job description and the health and safety of all employees and customers.
7. To adopt and promote a positive approach to equal opportunities, equality, diversity and fairness.
8. Requirement to work alone as required in line with Service Policy and Procedure.
9. To carry out duties at the main place of work and/or other premises or places as required and as directed.
10. To liaise with other team members within the department, other departments within the service, external agencies and other third party contacts, as and when directed, or when required.
11. Record activity and maintain databases as required.
12. Deputise for WM as and when required; attending management and group meetings as well as allocating workloads as necessary to stations and other staff.

**Specific Duties: i.e. the duties which apply to all roles at this level.**

1. To maintain security and confidentiality of information, whether computer based or otherwise in line with legislation, i.e. Data Protection Act and all related DSFRS’s related Policies to include Data Protection Act 1998 Service Policy document.
2. To actively promote the Service’s Core Values and comply with Equality and Diversity and all Service policies.
3. To perform tasks in a safe manner in accordance with Health and Safety policies and legislation.

# Service values

* 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: TBC

Job title: ORI Inspecting Officer (21 Hour Contract)

## Key competencies

## Proven experience and ability to work flexibly as a member of a team with minimal supervision, and on own initiative

## Essential and measured by application and interview

**Proven ‘hands on’ job specific operational experience**

Essential and measured by application and interview

**Experience and knowledge of Devonport Naval Base and Highrise buildings**

Essential and measured by application and interview

### Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, representatives of other organizations and prepare correspondence and reports

### Essential and measured by application and interview

**Ability to work to strict deadlines and be able to prioritize workload**

Essential and measured by application and interview

### Incident command knowledge and experience

### Essential and measured by application and interview

**Evidence of self-motivation and innovation**

### Essential and measured by application and interview

**Proven ability / understanding of the need to maintain appropriate confidentiality**

### Essential and measured by application and interview

**Proven ability to work with tact and diplomacy with people at all levels.**

### Essential and measured by application and interview

## Work experience

**Experience with IT, particularly Microsoft Office applications, apps and Internet**

Essential and measured by application, test and interview

**Ability to use a problem solving approach to systematically and effectively assess / complete work tasks and projects**

Essential and measured by application and interview

**Have a customer service approach to work**

Essential and measured by application and interview

**Ability to have a basic understanding of types of building construction**

Desirable and measured by application

**Proven ability in managing equipment**

Essential and measured by application and interview

## Qualifications and knowledge

**Good working knowledge of Health and Safety and other relevant legislation**

Essential and measured by application and interview

**Good working knowledge of the risk assessment process and applying suitable risk reduction measures**

Essential and measured by application and interview

**Sound knowledge of appropriate legislation, specifically;**

* **Fire and Rescue Services Act 2004 -Section 7(2)d**
* **Fire and Rescue Services (Emergencies) Order 2007**
* **Civil Contingencies Act 2004**
* **Health and Safety at Work Act 1974**
* **Management of Health & Safety at Work Regs 1999**
* **Fire and Rescue National Framework / Fire and Rescue Service Operational Guidance**

Essential and measured by application and interview

**Professional Qualification related to Health & Safety i.e. IOSH or NEBOSH.**

Desirable and measured by application

## Personal qualities and attributes

**Willingness to undergo Security Control/Vetting as required by the Service**

Essential and measured by application

### Ability to work efficiently and efficiently both on own initiative as well as a member of a busy team

### Essential and measured by application and interview

### Flexible and facilitative approach

### Essential and measured by application and interview

### Commitment to continuous improvement both in relation to self and the wider team Essential and measured by application and interview

**Ability to travel to all areas within Devon and Somerset and, if required, further afield**

Essential and measured by application and interview

**Ability to work efficiently, effectively and safely as a team member or individual sometimes as a lone worker**

Essential and measured by application and interview

## 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.

### Decisions – discretion

**Level 3** Work is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines.

### Decisions – consequences

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

### Resources

**Level 1** Little or no responsibility for physical or financial resources.

### Work environment – work demands

**Level 1** Work where tasks are interchanged but the programme of tasks is not normally interrupted.

### Work environment – physical demands

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

### Work environment – working conditions

**Level 2** Work includes significant elements of inside or outside work involving some exposure to moderate noise, heat, cold, disagreeable or difficult surroundings/conditions.

### Work environment – work context

**Level 2** Work potentially involves some risk to personal safety or 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.