

POST TITLE Protection Manager	POST NO.
SECTION/DIVISION/LOCATION Protection	POST GRADE Grade 11
<p><u>OVERALL PURPOSE OF THE JOB</u></p> <p>The post holder provides professional leadership across all protection activity, setting and maintaining high professional standards and clear behavioural expectations in the delivery of fire safety regulation, enforcement and prosecution. The post holder operates within an arena of increasing regulatory and legal complexity, exercising sound professional judgement to ensure lawful, proportionate and defensible protection outcomes.</p> <p>The role leads the management and delivery of prosecution cases under the Regulatory Reform (Fire Safety) Order, overseeing complex investigations, case file preparation and engagement with legal representatives and the court system. The post holder undertakes and oversees complex fire safety inspections and regulatory interventions, particularly within high-risk premises, working collaboratively with responsible persons and partner regulatory bodies to secure compliance and reduce risk to the community.</p> <p>The post holder takes lead roles in relevant areas of protection work as they arise, coordinating inspections, statutory consultations, enquiries and protection-related correspondence, and providing authoritative advice to inform effective decision-making. Through visible professional leadership, multi-agency engagement and the assurance of consistent standards, the role contributes to public safety, organisational confidence and community resilience.</p>	

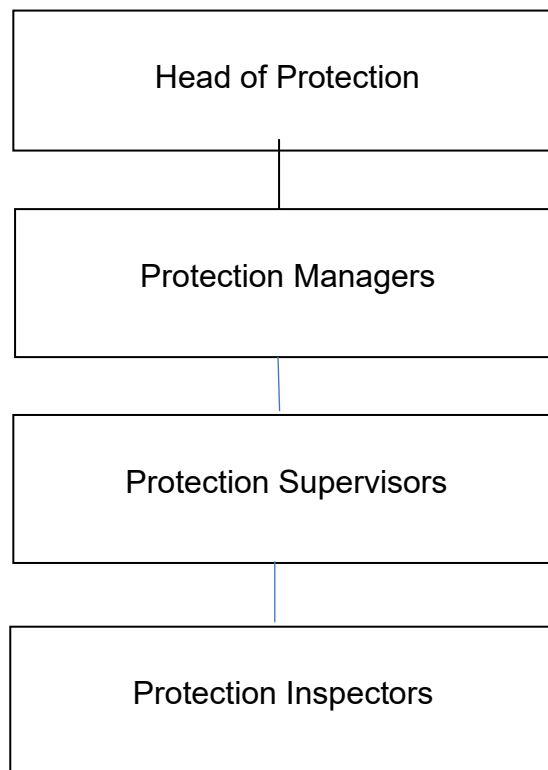
KEY ACTIVITY AREAS/MAIN DUTIES

- Lead on and/or contribute to procedures for prosecutions under the Regulatory Reform (Fire Safety) Order, to shape the Service's enforcement and prosecution strategy.
- Inspect and assess higher risk premises to determine solutions to hazards and risks identified through inspection, investigation and complaints.
- Maintain detailed records of information/findings including the preparation of summons, case files reports and letters for prosecution. Ensuring legally robust, proportionate and defensible enforcement outcomes.
- Maintain the security and confidentiality of all sensitive information, documents, and operational records in line with organisational policy and legal requirements.
- Manage relationships with solicitors and barristers in prosecution cases. Lead on the liaison with other regulatory bodies in protection outcomes, such as the HSE for higher risk premises.
- Lead the services approach to interviewing under caution (Police and Crime Act (PACE) interviewing) in support of prosecution cases.
- Part of the prosecutions panel, presenting cases to senior officers for decisions on the pursuance of prosecutions, including presenting of case against the evidence test and public interest test, accessing legal input accordingly.
- Report on and take first stage enforcement action in line with service policy. Signing Prohibition Notices in line with Service Policy. Undertake and provide support as necessary in the investigation of offences through the preparation of case files, interviewing and cautioning of witnesses, taking and preparing statements, collection of evidence. Serving of statutory enforcement documents and attend court as required.
- Monitor the progress of new or refurbished premises for compliance with requirements/recommendations made under relevant fire safety legislation. Consult with Building Control Bodies, local authorities and other regulatory agencies on fire safety matters, hazards and associated risks for the planned construction, demolition and alteration of buildings. Providing impact advice relating to premises in the vicinity.
- Provide advice on fire risk assessments and evaluate fire safety design submissions to achieve compliance with relevant fire safety legislation. Meeting customer expectations by delivering and organising excellent customer service.
- Provide and processes risk-based information gained from inspections in support of the prevention, protection and enforcement plan, revising the plan as necessary and in line with learning from enforcement and prosecution cases.
- Update, retrieve and process information from relevant systems to support protection outcomes. Providing assurance to senior leaders through high-quality case management and reporting.
- Undertake CPD to update and maintain competence.
- Provide advice, guidance and support to inspectors, supervisors and managers.
- Inspire confidence and promote resilience within communities.

NOTES:

1. The post holder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
2. The post holder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, safeguarding, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the post holder.

POSITION IN ORGANISATION



JOB REQUIREMENTS:

Knowledge and Skills

- IOSH managing safely certificate.
- Complete Level 5 department manager apprenticeship or CMI/ILM equivalent.
- Fire safety course to a minimum Level 4 Diploma.
- Further competence in specialist areas of fire safety, for example hospitals and stadiums.
- Thorough knowledge and understanding of fire safety legislation with the ability to interpret relevant guidance and technical material. Providing advice as appropriate to stakeholders on actions, legal and statutory requirements and the implications of non-compliance.
- Communication skills both written and verbal of a level appropriate to enable the effective performance of main tasks, together with experience of producing detailed technical reports and letters and preparation and delivery of presentations.
- Undertaking Fire Safety investigations, inspections, enforcement and prosecution.
- IT literate including the use of MS Office products with the ability to manipulate databases and produce presentations.
- Developing effective working relationships with stakeholders including HFRS colleagues; members of the public; local authority representatives; Building Control Bodies, legal representative and other partner agencies.
- Advise on actions to meet legal and statutory requirements and implications of noncompliance.
- Requirement to prepare or assist in the preparation and issuing of prohibition notices.
- Ability to train and develop individuals and teams on various aspects of protection.
- Be able to effectively engage and influence a wide range of people on protection matters.

Creativity and Innovation

- Lead on overcoming a wide variety of fire safety problems. Interpreting legal requirements and guidance from approved documents.
- Lead on the planning, implementation, recording and pursuing investigatory work on possible breaches of fire safety regulations and prepare case files for potential prosecution.
- Lead on the preparation of fire safety reports, letters, enforcement notices and plans and promulgate operational risk information to internal and external stakeholders.
- Generate options from a number of alternatives, for improving control measures for the management of high and higher risk premises and environments – developing fire engineering considerations in line with competence.
- Lead on the resourcing requirements for multi-agency groups (e.g. Event Safety Advisory Groups – ESAGs).
- Recommend action to ensure compliance specifying the benefits and implication of each option at a sufficient level of detail that can be understood by the appropriate people.
- Support development of new approaches to risk profiling and targeted risk reduction.

Decision Making

- Make decisions on immediate enforcement action regarding the fire safety of premises. A major consequence of this could be the enforced cessation of work or other activities and undertakings.
- Make tactical contributions on national influences into HFRS working practice, for example NFCC working groups and guidance.
- Manage and control own workload and the organising of case files in the pursuance of prosecutions within suitable timescales.
- Evaluate the effectiveness of audit and inspection activities across HFRS.
- Lead on and make decisions with other regulators to identify where their activities cross with HFRS in relation to Fire Safety regulation of high and higher risk premises – including fire engineering considerations in line with competence.
- Distinguish the type, range and level of risk within different areas of a premises, in relation to its construction layout and use and advise accordingly.
- Determine the validity of the current fire risk assessment to identify risks which are not adequately controlled.
- Review fire protection systems in high-risk premises and environments.
- Evaluate information that may influence the ultimate selection of fire protection systems. Be able to specify solutions to minimise risks from fire in high-risk premises and related environments.
- Ensure measures are in place to protect people from fire in high-risk premises and environments.
- Make immediate decisions with regard to implementing Fire Safety solutions with partner agencies.
- Ability to represent the service at key meetings with regulators, other authorities and legal representatives in the pursuance of prosecutions cases.

Contacts and Relationships

- Daily contact with other members of the section, employees, line-managers and senior officers to consult, provide advice and exchange information on fire safety matters.
- Daily contact with individuals responsible for fire safety in those premises to which the Regulatory Reform (Fire Safety) Order 2005 applies, members of the public, local authority representatives, Building Control Bodies, other regulatory agencies to consult, provide advice and exchange information on fire safety legislation and enforcement matters.
- Manage relationships with legal representatives, including solicitors and barristers in the pursuance of prosecution cases.

Responsibility for Resources

- Manage the HFRS resources involved with other regulatory bodies, such as involvement at a national level with the HSE as the building safety regulator.
- Management of a team of protection supervisors and protection inspectors directing workload and physical assets utilised such as vehicles, tablets, cameras and other hardware.
- Manage the contributions of, and coordinate HFRS staff that are involved in prosecution cases, from evidence provided by operational crews to contemporaneous notes taken by inspectors and FDS officers including staff that may be called to give evidence in court proceedings.
- Manage the physical hardware for the production of court admissible evidence and materials, such as secure hard drives, disc drives, photographic evidence and court case packs with controlled documentation.

Work Environment

Work Demands

- The work is varied and the programme of tasks can be subject to disruption in response to urgent enquiries, complaints, visits, inspections and investigations. There may be times where evening or weekend working is required.
- There will be a need to be constantly aware that in many circumstances there may be risk associated with carrying out duties such as inspections of premises, investigations of possible breaches of fire safety regulations and enforcement.
- There will be a need to prioritise the workload which will be subject to regular changes due to competing demands and often include tight deadlines.
- There may be times where evening or weekend working is required.

Physical Demands

- The physical demands include walking, sitting, standing, driving, climbing, occasional access to confined spaces, lifting and handling and regular use of IT equipment, including laptops, display screens and keyboard.

Working Conditions

- The post holder can be regularly involved with working alone, when carrying out inspections and other activities outdoors and in all weathers. Some of the work will be performed in an office environment.
- Work may involve attending meetings, delivering presentations and conducting visits some of which may constitute lone working.
- The post holder may, on occasions be required to drive for long periods.
- Office locations may vary according to the duties undertaken; some remote working may be conducted.

Work Context

- The job involves contact with a wide range of agencies and members of the community. The post holder may, on occasions, be exposed to aggressive or challenging behaviour.
- There is a need to visit a wide range of premises and remote locations where various hazards and risks may be present. There may be for example dust, heat, noise, chemicals, confined spaces etc., Inspectors must ensure the safety of themselves, their teams and others and ensure suitable and safe measures are implemented and maintained.
- Mobility throughout the Service area without prior notice is essential.

Signature

Designation

Date

CONFIRMED BY:

RECEIVED BY:

PREPARED BY:

POSTHOLDER

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.