

HUMBERSIDE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

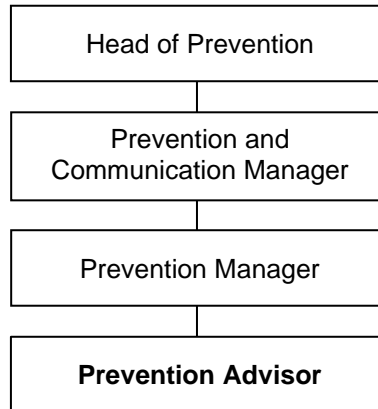
(Support Services Posts)

POST TITLE Prevention Advisor	POST NO. TBC
SECTION/DIVISION/LOCATION Prevention	POST GRADE 7
<u>OVERALL PURPOSE OF THE JOB</u> To deliver outcomes within the district in line with the prevention, protection and enforcement delivery plan. To work with partners on the delivery of local prevention activities to mitigate risks. To deliver Home Fire Safety Visit activities and outcomes, as well as Risk Based Inspection Programme visits to simple, non-complex premises.	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> <ol style="list-style-type: none">1. Conduct Home Fire Safety Visits to high risk vulnerable adults as identified through service wide targeting methods and referrals from partners and the public, including the reduction of arson.2. Deliver training activities to crews in support of the prevention training plan, including across Home Fire Safety Visit services, NFCC firesetters, youth engagement and arson reduction.3. Liaise with partners on the delivery of Home Fire Safety Visit outcomes for vulnerable people.4. Deliver fire safety audits to simple, non-complex premises as identified by the Risk Based Inspection Programme5. Provide simple fire safety advice, commensurate with level of competence, to business premises.6. Identify opportunities for joint working in support of prevention and inclusion, working collaboratively with partners to support and inspire community cohesion and resilience7. Deliver post incident activity to support vulnerable people recovering from emergencies8. Deliver outcomes across safeguarding, following service policy and procedures9. Support operational crews in delivering prevention and protection activities, including post incident outcomes.10. Attend meetings at local level as appropriate to the post and as directed by line managers11. Deliver outcomes for vulnerable people, in line with the prevention, protection and enforcement delivery plan, including the provision of NFCC firesetters, the delivery of advice and information to vulnerable people, under-represented groups and others associated with vulnerability (family, partners, other professionals)12. Deliver approved input and training to partners on domestic fire safety, as well as water and road safety to generate joint working and referral routes for Home Fire Safety Visit delivery.13. Deliver presentations at local partnership meetings and forums specific to local area priorities14. Attend and contribute to internal stakeholder events/meetings that help support the prevention, protection and enforcement delivery plan.15. Deliver Quality Assurance to ensure operational crews and others delivering prevention activities are in line with policy and guidance for delivery, reporting on outcomes and providing feedback as appropriate.16. Contribute to the evaluation all prevention activities and training and provide feedback as appropriate.17. Uphold HFRS Core Code of Ethics when representing the Service at multi-agency meetings, public events and exhibitions.	

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 the 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 so far as they relate to the post and the post holder

POSITION IN ORGANISATION



JOB REQUIREMENTS

Prevention Advisors will adopt a proactive approach to the role and demonstrate the following personal qualities:

- Commitment
- Enthusiasm for innovation and continuous improvement
- Openness whilst maintaining confidentiality
- High level of attention to detail and commitment to achieving high standards
- Highly motivated, resilient and tenacious
- Ability and willingness to travel within the Humberside Fire & Rescue Service area
- Ability and willingness to work out of hours when necessary to meet the requirements of the role

Knowledge and Skills

- A good knowledge of prevention and protection intervention approaches
- Qualification in line with the Prevention, Protection and Enforcement Plan, including to Level 3 Certificate in Fire Safety for the completion of simple, non-complex premises, audits in support of the RBIP outcomes
- Level 3 Qualification in Award in Education and Training Certificate or equivalent
- Experience of devising practical problem-solving solutions
- Effective written and verbal communication and engagement skills
- Highly developed interpersonal skills when interacting with members of the community and partners; IT literate including the use of MS Office products with the ability to manipulate databases, spreadsheets, power point and other Microsoft office packages
- A good understanding of the needs and lifestyles of young people and vulnerable adults including those with special educational needs
- A good understanding of the delivery of training packages to internal and external stakeholders
- A good knowledge of quality assurance and evaluation across prevention and protection delivery, with training in audit capability

- A good knowledge and understanding of local partnership structures with regard to safeguarding, crime reduction, education, housing, health and wellbeing
- Ability to quality assure and evaluate activities to ensure the highest standards of delivery in self and others

Creativity and Innovation

- Requirements to plan, implement and evaluate public safety programmes and initiatives
- Requirement to prepare evaluation reports and ad hoc reports, as required, for stakeholders regarding community safety education and advice
- Ability to interact with diverse sectors of the community and create innovative ways of delivering community safety programmes and initiatives to various target audiences
- Contribute to the development and innovation of Public Safety directorate through relevant internal groups A good knowledge of quality assurance across prevention and protection delivery, with training in audit capability

Decision Making

- Making appropriate decisions on the provision of advice against risk to vulnerable people, business premises and others, effecting positive outcomes
- Making appropriate decisions in relation to safeguarding adults and children at risk from harm
- Making appropriate decisions in the context of delivering a quality assurance and evaluation framework

Contracts and Relationships

- Prevention and Protection managers – Frequently - to discuss issues and challenges and to discuss and agree appropriate approaches to meet requirements
- Line Manager
- Wider Prevention teams and operational crews – frequent

Responsibility for Resources

- Some issued hardware equipment
- Information (personal and confidential)

WORK ENVIRONMENT

Work Demands

- Work to pre-determined deadlines for activities to be delivered to a high standard, as expected through a quality assurance framework and in line with training and competence
- Prioritisation of workload in accordance with expectations set by line managers and the service in policy and the prevention, protection and enforcement delivery plan.

Physical Demands

- Most duties can be performed with normal physical effort
- Some effort will be required in some activities, such as use of step ladders for the fitting of smoke alarms in safe and well visits.
- Visiting and auditing non-complex premises for protection may require some manoeuvrability in the auditing of differing premises.

Working Conditions

- The majority of work performed will be office and community based however, in the context of quality assurance may be in domestic and business premises environments, there will be some home and remote working.

Work Context

- Work involves minimal risk to personal safety

	Signature	Print Name	Designation	Date
PREPARED BY:				
CONFIRMED BY:				
RECEIVED BY:			Post Holder	

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.