

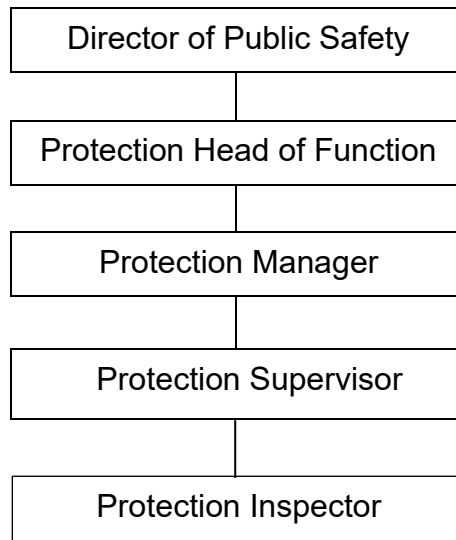
HUMBERSIDE FIRE & RESCUE SERVICE

JOB DESCRIPTION

(Support Services Posts)

POST TITLE Protection Inspector (Development)	POST NO.
SECTION/DIVISION/LOCATION Protection	POST GRADE Grade 7
<u>OVERALL PURPOSE OF THE JOB</u> To work towards attaining a competent level in all aspects of Fire Protection including risk-based fire safety inspections of all premises types and to provide advice and guidance on general fire protection. Deal with or refer enquiries relating to Fire Protection and compile correspondence and reports as needed in order to reduce risk in the community. To liaise with other members of Public Safety and Operational Response to exchange relevant risk intelligence in support of Safer Firefighters Safer Communities.	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> Working towards a competent standard in: 1. Inspecting and assessing premises to enable enforcement of relevant fire safety legislation and guidance in order to determine solutions to hazards and risks identified through inspection, investigation and complaints. Record information/findings including the preparation of reports and correspondence. 2. Undertaking and providing support as necessary in the investigation of offences through the preparation of case files, interviewing and cautioning of witnesses with support from qualified Inspectors/managers. Taking and preparing statements, collection of evidence, serve statutory enforcement documents and attend court as required. 3. Have an understanding of the process of consultation with Building Control Bodies, local authorities and other regulatory agencies on fire safety matters. Identify hazards and associated risks for the planned construction, demolition/ alteration of buildings and how this affects premises in the vicinity. 4. Providing advice on fire risk assessments to achieve compliance with relevant fire safety legislation. Meet customer expectations by delivering and organizing excellent customer service. 5. Providing and disseminating risk-based information gained from inspections in support of the Service Community Risk Management Plan or the services Strategic Plan, the Operational Response and Public Safety Plan and the District delivery plan. 6. Provides advice and guidance on request and through inspections on fire safety matters. 7. Update, retrieve and process information from the Community Fire Risk Management Information System and Risk-Based Inspection Programme, including the maintenance of other records and files. 8. Undertake training courses/modules where required and attend relevant CPD seminars or workshops commensurate to the role to achieve and maintain competency.	
<u>NOTES</u> 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, 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
- Requirement to undertake and complete a Fire Protection Pathway or demonstrate an equivalent level of competency. The Inspector will be required to complete a level 4 certificate in fire safety (Subject to the availability of courses).
- Knowledge and understanding of fire safety legislation with the ability to interpret relevant legislation, safety guidance and other technical material.
- Experience of reviewing Fire risk assessments and understanding the concept.
- 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 preparing and delivering presentations.
- Developing effective working relationships with stakeholders including HFRS colleagues, members of the public, local authority representatives, Building Control Bodies and other partner agencies.
- Experience of undertaking Fire Safety investigations and inspections.
- IT literate including the use of MS Office products with the ability to manipulate databases and produce Power point presentations.
- Developing effective working relationships with colleagues, within your own organisation and within other organisations.

Creativity and Innovation

- As the Protection department is tasked with the statutory inspection of premises and enforcement of fire safety regulations, there is a constant demand to provide assistance in overcoming a wide variety of fire safety problems. Although solutions are often as a result of compliance with regulations and codes of practice, the methodology often requires initiative, interpretation and creative thinking.
- Requirements to plan, implement and record investigatory work on possible breaches of fire safety regulations.
- Requirement to prepare fire safety reports, letters, enforcement notices and plans and share operational risk information to internal and external stakeholders.

Decision Making

- There is a need to advise line management of possible immediate enforcement decisions regarding the fire safety of premises. A major consequence of this could be the enforced cessation of work or other activities and undertakings.
- Once allocated, manage and controls own workload and the organising of inspection visits within statutory timescales.

- Requirement to assist in the preparation and issuing of enforcement notices.
- Plan and schedule work activities in-line with the requirement of the role.

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 and members of the public. As the role develops, contact will extend to include local authority representatives, Building Control Bodies and other regulatory agencies to consult, provide advice and exchange information on fire safety legislation and enforcement matters.
- Maintain regular contact and a good working relationship with operational crews.

Responsibility for Resources

- Shared responsibility for a range of inspection equipment.
- Mobile telephones, computer hard / software and cameras.
- Joint responsibility for the security of sensitive information including personal information about premises and members of the public.
- Shared responsibility for the maintenance and upkeep of Public Safety vehicles.

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. This may necessitate flexibility of working hours to meet Service needs.
- 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 challenging priorities.
- 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.
- The post holder may be required to work at various locations across the service area.

Work Context

- The job involves contact with a wide range of agencies and members of the public. 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.

Expected Behaviours

- Respect and welcome stakeholder and co-worker diversity.
- Treat all people fairly and in an ethical manner.
- Remain calm and controlled in challenging situations.
- Commit to organisational principles in all work practices.
- Maintain confidentiality at all times.
- Commit to continuous professional development to support the risk reduction strategy.

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.