

HUMBERSIDE FIRE & RESCUE SERVICE

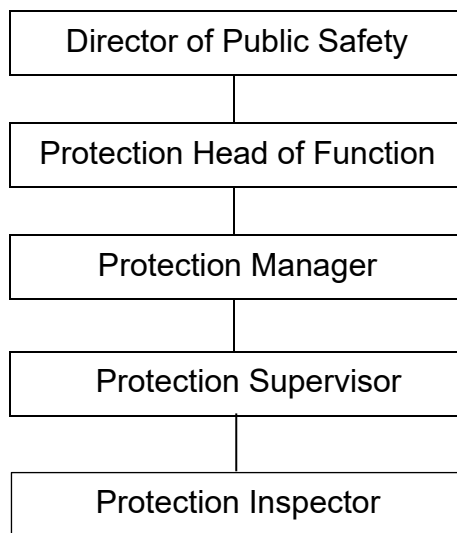
JOB DESCRIPTION

(Support Services Posts)

POST TITLE Protection Inspector (Qualified)	POST NO.
SECTION/DIVISION/LOCATION Protection	POST GRADE Grade 9
<u>OVERALL PURPOSE OF THE JOB</u> To undertake risk-based fire safety inspections of all premises types and to provide advice and guidance on general fire prevention. Manage consultations and enquiries relating to Business Safety 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> <ol style="list-style-type: none">1. Inspect and assess low to high-risk 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 letters.2. Report on and take first stage enforcement action in line with service policy. Producing Enforcement 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.3. 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.4. Provides 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.5. Provides and processes risk-based information gained from inspections in support of the Service Community Risk Management Plan, 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 Fire Safety Information Management System and Risk-Based Inspection Programme, including the maintenance of other records and files.8. Undertake CPD to update and maintain competence.9. Provide advice, guidance and mentoring support to trainee Inspectors in development.10. Provide cover at business safety manager meetings if required.11. Undertake fire audits in conjunction with Fire Investigation Officers if required.12. Assist in the training and development of operational crews and Public Safety Teams in Business Safety.13. 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. This may include the occasional acting up to Supervisor if or when necessary.
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**Knowledge and Skills**

- IOSH Managing Safely Certificate
- Requirement to complete the Level 4 Diploma in Fire Safety and demonstrate an equivalent level of competency (subject to the availability of courses).
- Thorough 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 providing guidance to the relevant person.
- 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, letters and preparation and delivery of presentations.
- 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 presentations.
- Developing effective working relationships with stakeholders including HFRS colleagues; members of the public; local authority representatives; Building Control Bodies and other partner agencies.
- Providing advice as appropriate to stakeholders on actions, legal and statutory requirements and the implications of non-compliance.
- Requirement to prepare or assist in the preparation and issuing of enforcement notices.
- Ability to train and develop individuals and teams on various aspects of business safety.
- Be able to effectively engage and influence a wide range of people on business safety matters.

Creativity and Innovation

- As the Business Safety Section 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 promulgate operational risk information to internal and external stakeholders
- Generate options for improving control measures for the management of high-risk premises and environments
- 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

- There is a need to advise line management of possible immediate enforcement decisions with regard to 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.
- Evaluate the effectiveness of an audit and determine if the premises can be dealt with by the informal or formal procedure.
- Evaluate the links with other regulators to identify where their activities impinge on their own in relation to Fire Safety regulation of high-risk premises.
- 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 environments.
- Ensure measures are in place to protect people from fire in simple and high-risk premises and their environments.
- There is a need to make immediate decisions with regard to implementing Business Safety solutions with partner agencies.
- Ability to represent the service at key partnership meetings such as Event Safety Advisory Group, Safety Advisory Group, Building Control, licensing and provide decisions to commit resources within the scope of their responsibility.
- Recognise when to request further assistance and guidance from line manager.
- Understands and prioritises community risk in both public and business setting.

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.
- Be able to develop effective working relationships with operational crews, and internal and external stakeholders.

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 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 location may vary according to the duties undertaken.

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.

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.