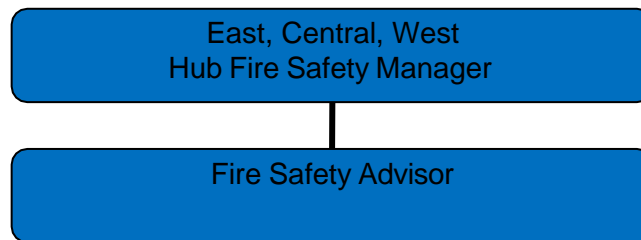


Job Title:	Fire Safety Advisor (Non-Uniformed) (DAPs ref Booklet 1)		
Post Reference	Various	Temporary/Permanent	Permanent
Grade:	Grade 3 (Development Scheme)	Hours:	37
Reports to:	Hub Fire Safety Manager (Protection)		
Line Management responsibilities: (Direct and Indirect)	None		
Directorate/ department:	Service Delivery – Protection		
Location:	Hub – East, Central, West		
Politically restricted:			No
Level of DBS Check Required	<input type="checkbox"/> Standard <input checked="" type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Main Purpose of the Job:			
<p>To improve public and business safety and reduce risk through targeted education and enforcement of fire safety legislation. To protect people, property and the environment by advising on the management of risks associated with actual or potential fire.</p> <p>To promote and support business and economic growth by providing guidance and advice to comply with the regulatory reform fire safety order in line with the government better for business for all agenda.</p> <p>To receive, process, allocate, complete and issue documents, standard letters and relevant communications in respect of all the work areas within the non-uniformed fire safety inspecting officers role whether statutory (required to meet legal compliance deadlines) or non-statutory.</p>			

Organisational Structure



Key responsibilities and Deliverables:

Standards are aligned to the published standards of NFCC Competency Framework for Fire Safety Regulators

Identify and report hazards and risks associated with fire in simple premises.	<ul style="list-style-type: none"> • Understand requirements for identifying and reporting hazards and risks associated with fire • Understand control measures to mitigate the risks from fire • Be able to identify fire hazards and risks • Be able to report fire hazards and risks
Assess risks associated with fire in simple premises	<ul style="list-style-type: none"> • Understand requirements for assessing fire risks • Understand processes and guidance relevant to fire risk assessments • Be able to evaluate fire hazards and risks • Be able to agree solutions to minimise risks from fire
Ensure measures are in place to protect people from fire in simple premises	<ul style="list-style-type: none"> • Understand requirements for the protection of people from fire • Be able to ensure resources are available to manage fire risks
Review matters relating to fire protection systems in simple premises	<ul style="list-style-type: none"> • Understand legislative and organisational requirements applicable to fire protection systems • Understand the procedures and processes for reviewing matters relating to fire protection systems • Be able to evaluate fire risks • Be able to recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines

<p>Plan and gather evidence for the purpose of fire safety regulation in simple premises</p>	<ul style="list-style-type: none">• Understand requirements for planning and gathering evidence for the purpose of fire safety regulation• Be able to plan and prepare the gathering of evidence for fire safety regulation• Be able to gather evidence for the purpose of fire safety regulation• Be able to collate evidence for the purpose of fire safety regulation
<p>Visit premises for the purpose of fire safety regulation</p>	<ul style="list-style-type: none">• Understand the legislative and organisational requirements applicable to fire protection systems• Understand the procedures and processes for reviewing matters relating to fire protection systems• Be able to evaluate fire hazards and risks• Be able to recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines

<p>Participate and lead in activities/promotions to keep Berkshire communities Safe</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Accurately populate and maintain the Service's protection database <input type="checkbox"/> Ensure operational risk information identified is correctly managed, referred and maintained <input type="checkbox"/> Identify, report and refer any concerns to other departments/partners where people may be at risk outside of protection activities, i.e. Safe & Well, Safeguarding, Prevention, HSE, Environment Agency <input type="checkbox"/> Promote and give fire safety advice in a range of communications to enable a good representation of the community
<p>Other Duties</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Manage and contribute towards Hub targets and activities as directed <input type="checkbox"/> Collate feedback from those you regulate, and the beneficiaries of regulation to inform future activities to directive <input type="checkbox"/> Support and carry out Fire Risk Assessments for RBFRS Premises across hub areas <input type="checkbox"/> Implement, manage and maintain partnership working and consult other enforcing authorities and agencies as directed <input type="checkbox"/> Support Protection projects/activities across the service where specialist participation is required <input type="checkbox"/> Develop an understanding of businesses, (those you regulate), to support the need for compliance and develop tailored strategies to provide information and guidance as directed <input type="checkbox"/> Fully understand and participate towards protection targets and activities as required and directed for the Hub Local Safety Plans <input type="checkbox"/> Act in line with the principles of the GDPR regulations and other information security legislation

Personal Specification

Qualifications and training	On recruitment	After Training/ Recruitment
A good standard of general education – Level 2 in English and Maths	✓	
Level 3 Certificate in Fire Safety (Fire Auditors) QCF		✓
Holds and maintains a full and current UK/EU driving license (allowing the user to drive a manual vehicle).	✓	

Knowledge, skills and experience	On recruitment	After Training/ Recruitment
Awareness of the elements of the role	✓	
Awareness of current Health & Safety legislation with basic knowledge of risk assessment	✓	
Awareness of the aims and objectives of Royal Berkshire Fire & Rescue Service and its role within the community	✓	
Knowledge of Microsoft software packages	✓	
Knowledge of Fire Safety Legislation	✓	
Be able to define the legislative framework and the mechanisms of enforcement of fire protection in new, altered and existing buildings		✓
Fully understand the generic principles of means of escape and fire safety with an appreciation of their origins and development		✓
Fully understand the principles and practical application of fire detection and alarm systems, emergency lighting systems, firefighting equipment and fire safety signs and notices		✓
Knowledge and understanding of human behaviour in fire		✓
Understand the importance of management with regards to the protection of relevant persons from fire		✓
Be able to demonstrate a clear understanding of, and be able to distinguish between, the concepts of fire hazard and fire risk.		✓
Be able to demonstrate a clear understanding of the methods and measures to eliminate and control relevant risks		✓
Be able to demonstrate an awareness of cost benefit analysis with regards to fire prevention / protection issues.		✓
Recognise the limitations of prescriptive codes and understand the use of fire risk assessment to justify departures from them		✓
Be able to demonstrate a thorough knowledge of the causes of fire and the significance of the common causes in different occupancies		✓
Ability to use arithmetical calculations correctly and compile and interpret information and identify trends	✓	

Understand limitations and the need to involve more senior or specialist officers where necessary	✓	
Be self-motivated and prioritise work to achieve targets within tight deadlines and with minimal supervision	✓	
Be able to use IT systems effectively in the collation, analysis and presentation of information	✓	
Ability to interpret and apply legislation and regulations		✓
Experience of working as an individual and team member	✓	
Experience of working within a customer focused environment	✓	
Experience of risk assessment / risk management		✓
Experience of Health & Safety and related legislation		✓
Proven practical experience in the application of fire protection legislation		✓

Other Requirements

- Ability to travel to other locations within Berkshire.
- Hold and maintain a current driving licence or are able to achieve mobility in connection with the needs of the role.
- Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours

RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself
- Leading Others
- Leading the Function
- Leading the Service

Personal Impact	<p>Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
-----------------	---

Working Together	Promote and adhere to the Service’s policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
Delivering Quality and Service	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision.
Safety and Wellbeing	Practice and Promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

Profile prepared by:	Protection Manager Kuldeep Kuner		
Approved by:	Protection & Prevention AM Dave Crease		
Profile Effective from:		Last reviewed:	February 2024