

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Fire and Rescue**

**Job Ref Number: 03446**

**Service Area: Prevention and Protection**

**Grade: 9**

**Job Title: Technical Fire Safety Manager – Policy**

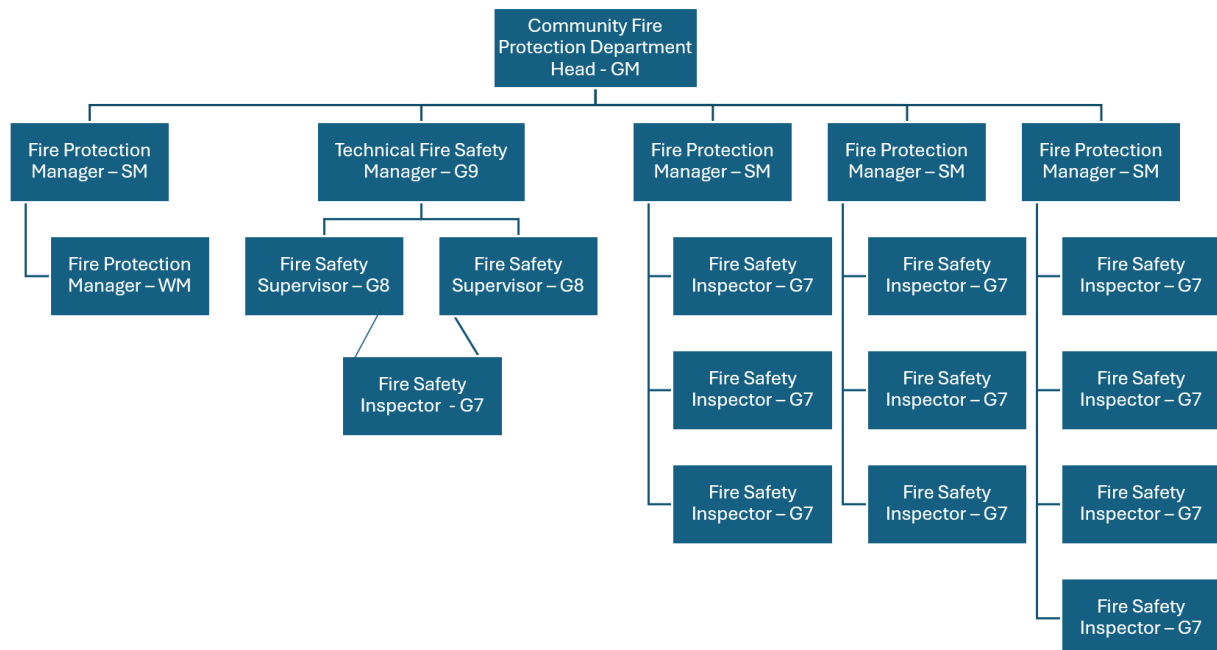
### PURPOSE OF JOB:

To lead and direct within the central fire protection team and have oversight of Lincolnshire Fire & Rescue (LFR's) fire protection team policy and procedures. The role will take direction from the Fire Protection Department Head and will be responsible for monitoring application and periodic updating of LFR's fire protection policy as required.

The role will be required to engage with regional and national groups, feeding back relevant information to ensure that LFR's fire protection policy is current and in-line with national policy and legislation.

They will be required to support and lead on investigation and enforcement cases, co-ordinating and driving the team forwards to resolve identified issues. In addition to this the role will oversee training requirements for the Fire Protection team and wider Service personnel.

### TEAM STRUCTURE:



<b>MAIN DUTIES:</b>	
1	Monitor and have oversight of LFRs enforcement action, managing and offering support as required.
2	Support investigations resulting from enforcement action and potential prosecutions, coordinating and having oversight.
3	Provide updates to the Protection lead and Senior Leadership team on enforcement actions taken and pending.
4	Update LFR's fire protection policy in-line with national policy and legislative updates
5	Support, co-ordinate and oversee central fire protection team activities, providing line management and leadership support
6	Responsible for the monitoring of the management of the Unwanted Fire Signal Policy
7	Contribute to Community Risk Management Plan (CRMP), Service Plan and Fire Protection Departmental planning
8	Develop and maintain the link between fire protection and risk management to ensure information is shared and the approach to risk management and delivery is fully integrated

9	Be responsible for developing and maintaining the training plan for the fire protection team and service personnel
10	Support the technical lead on petroleum activities, having oversight and offering guidance on delivery and enforcement of the regulations
11	Report on performance of the central team and identify any areas of concern that might impact on the identified outcomes within the departmental, Service and CRM plans.
12	Provide a link between LFR and Lincolnshire County Council (LCC) on identified legal issues relating to protection activities and lead on any responses
13	Provide support for the business engagement lead, monitoring the effectiveness of activities to support risk reduction and fire safety legislation compliance.
14	Support the Divisional Fire Protection Managers as required
15	Attend internal and external fire protection related meetings to ensure LFR contribute to fire protection activities and remain current with policies and procedures.
16	Link with appropriate county wide partners to support fire safety compliance whilst supporting economic growth and sustainability in businesses
17	Deputise for the department head as and when required at identified meetings
18	Advise on specialist areas of fire protection activities
19	Support and implement quality assurance requirements of fire protection activities
20	Support and implement internal departmental learning, ensuring that lessons learnt are shared within the Service and external where required
21	Contribute to performance reporting for the fire protection team
22	Support the evaluation process for fire protection activities
23	Actively promote equality, diversity and inclusion when carrying out any activities

--	--

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
<b>Skills and abilities</b>	<b>Be able to demonstrate relevant knowledge and understanding of the following:</b>		
Interpersonal, oral and written communication skills presented in a positive manner	A/I/P	X	
Proven ability to work under own initiative, unsupervised as well as within a team	A/I/P	X	
Ability to meet objectives and deadlines in a changing environment and maintaining professional credibility.	A/I	X	
IT skills – Microsoft Office, Word, Excel and PowerPoint	A/I/T	X	
Analysis and interpretation of data in order to assess risk	I/T	X	
Ability to develop policy, guidance and advice for technical fire safety issues	A/I	X	
The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	A/I	X	

<b>Knowledge</b>	<b>Be able to demonstrate relevant knowledge and understanding of the following:</b>		
Knowledge and understanding of community issues and risks	A/I	X	
In-depth knowledge of fire safety legislation	A/I	X	
Knowledge and understanding of partnership and community related networks	A/I		X
Knowledge and understanding of Health and Safety legislation	A/I	X	
Awareness of multi-agency initiatives	A/I		X
Knowledge and understanding of partnership structures and funding sources	A/I/P		X

Data protection/security of data	A/I	X	
Good working knowledge and understanding of the legal system to support prosecutions where required	A/I	X	
<b>Qualifications</b>	<b>Be able to demonstrate relevant knowledge and understanding of the following:</b>		
IOSH Managing Safely or equivalent	A	X	
Level 4 Diploma in Fire Safety	A	X	
APCIL Level 7 or equivalent	A	X	
HTM qualification	A		X
Petroleum qualification	A		X
Sports Grounds Qualification	A		X
Internal Information Governance	A		X
<b>Equal Opportunities</b>	<b>Be able to demonstrate relevant knowledge and understanding of the following:</b>		
Understanding of and commitment to Inclusion & Equality in the workplace	A/I	X	
Awareness of protocols required for dealing with protected characteristics covered by Equality Legislation	A/I	X	
<b>Other Requirements</b>			
Satisfy Police security vetting procedures at the appropriate level		X	
Commitment to and appreciation of quality customer service	A/I	X	
Work outside office hours by prior agreement		X	
Ability to travel throughout the County to carry out the requirements of the post		X	
Demonstrate evidence of continuous professional development and competence		X	
Requirement to work flexibly, occasionally outside of normal office hours including evenings and/or weekends	I	X	

Occasional requirement to attend residential training courses and conferences.		X	
--------------------------------------------------------------------------------	--	---	--

\*A = Application form    T = Test/Assessment    I = Interview    P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

### Job Details:

<b>Job Title</b>	Technical Fire Safety Manager - Policy
<b>Identifier</b>	03446
<b>Director Area</b>	Fire & Rescue
<b>Service Area</b>	Planning, Prevention and Protection
<b>Score</b>	520
<b>Grade</b>	Grade 9

### Factor Levels:

<b>Supervision/Management Of People</b>	3.1
<b>Dispersal Awarded</b>	Yes
<b>Creativity &amp; Innovation</b>	5
<b>Contacts &amp; Relationships</b>	4

<b>Decisions - Discretion</b>	3
<b>Decisions - Consequences</b>	3
<b>Resources</b>	1
<b>Work Demands</b>	3
<b>Physical Demands</b>	1
<b>Working Conditions</b>	1
<b>Work Context</b>	1
<b>Knowledge &amp; Skill</b>	5