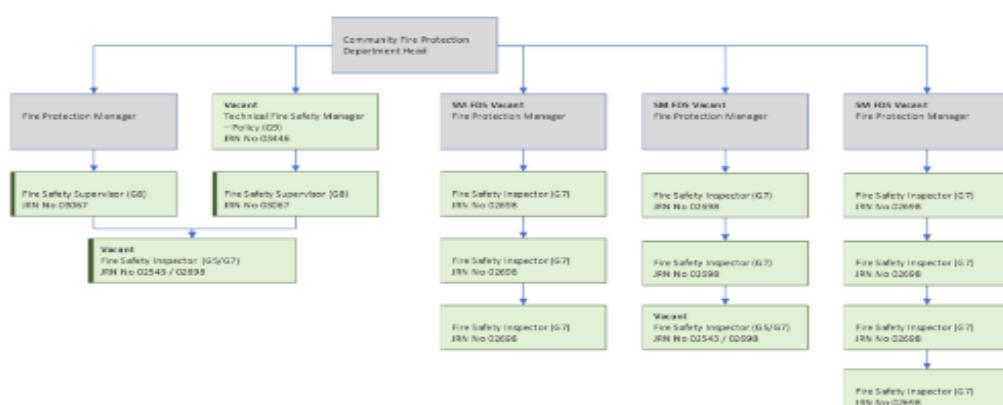


JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Fire and Rescue	Job Ref Number: 02698
Service Area: Prevention and Protection	Grade : G7
Job Title : Community Fire Protection – Fire Safety Inspector	
PURPOSE OF JOB: The post holder will assess and audit risks associated with fire, advise on fire safety measures and contribute to fire safety solutions by inspecting premises and plans designed to minimise risks to the community.	
TEAM STRUCTURE: 	
MAIN DUTIES: <ol style="list-style-type: none"> 1 Carry out Fire Safety Audits and inspections as required in accordance with the Regulatory Reform (Fire Safety) Order 2005 on all types of commercial premises, student accommodation and houses in multiple occupation 2 Examine and annotate plans, applying relevant codes of practice and technical guidance having due regard to the circumstances of each case. 3 Assist with complex fire safety projects. 4 Enforce fire safety legislation in accordance with service policy, collect evidence, assist with the preparation of prosecution cases and give evidence where appropriate. 5 Assist in the maintenance of close working relationships with external agencies and local authority officers at county & district council level, conduct joint inspections as appropriate. 6 Represent the Service at meetings and forums where relevant to the commercial environment. Attendance at SAG's will be to assist the Divisional representatives and provide Fire Safety advice as required. 	

7	Make representations on Licensing Applications and attend Licensing Hearings as required.
8	Make representations on town & countryside planning matters.
9	Make representations on Building Regulations developments from local authority building control officers and approved inspectors.
10	Attend community safety meetings and forums if requested because technical fire safety advice is required.
11	Assist if requested with the preparation and maintenance of Service policy and procedures.
12	Identify cases of serious and imminent danger and report in accordance with service policy and procedures.
13	Collect intelligence whilst conducting audits and inspections and report as appropriate.
14	Liaise with Divisional Commanders and their deputies regarding intelligence and high risk premises identified.
15	Assist the Service by collecting data to inform the Integrated Risk Management Plan.
16	Provide advice on the reduction of Unwanted Fire Signals (UFS).
17	Liaise with the Arson Task force officer regarding fires in the commercial environment and take action as appropriate.
18	Provide support to Fire investigation officers where required regarding fire safety technical matters.
19	Investigate complaints regarding fire safety matters across the county.
20	Assist with project work at service or regional level if required.
21	Carry out during performance inspections in line with the Service Plan of ensuring a safer community
22	Attend seminars and other training activities as necessary and where specialist knowledge is held, deliver presentations.
23	Complete all records, returns, reports and administration as required.
24	Provide advice on fire safety matters to members of the public.
25	Assist with the production of business continuity plans.
26	Obtain information, and advise on the management of risk at incidents involving fire.
27	Support the management of risks following incidents involving fire.
28	
29	Support and guide team members where required.
30	To undertake any other reasonable duty, proportional with the grading and responsibility of the post across the Service in order to meet Service priorities and business continuity requirements.
31	Understand and comply with all relevant policies, procedures and legislation .
32	The postholder will also cover on a rota basis, the out of hours service , which provides 24hour a day, 7 days a week emergency out of normal office hours cover.
PERSON SPECIFICATION	

Requirements	Where identified*	Essential	Desirable
Skills and abilities	Be able to demonstrate the following:		
Interpersonal, oral and written communication skills presented in a positive manner	A/I/T	X	

positive manner			
Proven ability to work under own initiative, unsupervised as well as within a team	I	X	
Ability to meet objectives and deadlines in a changing environment and maintaining professional credibility.	I	X	
IT skills – Microsoft Office, Word, Excel and PowerPoint	A/I	X	
Analysis and interpretation of data in order to assess risk	A/I	X	
Knowledge	Be able to demonstrate relevant knowledge and understanding of the following:		
Up to date in depth knowledge of Fire Safety legislation, associated technical guides and codes of practice.	I/T	X	
Knowledge and understanding of risk management processes and their application.	A/I		X
Knowledge and understanding of Health and Safety legislation.	A/I		X
Data protection/security of data	A/I	X	
Experience	Be able to demonstrate experience in the following:		
Preparation and delivery of training to individuals and groups of people	A/I/T		X
Presentation of complex, divergent technical fire safety issues to a variety of audiences	A/I/T		X
Working in a team environment	I	X	
Mentoring and development of people	A/I		X
Experience in fire safety enforcement	A/I	X	
Qualifications	Hold or be prepared to work towards qualifications in the following:		
Nationally recognised fire safety qualification, e.g. Fire Safety Level 4 Diploma or equivalent,	A	X	
IOSH Managing Safely or equivalent	A		X

Health & Safety at Risk Management Qualification	A		X
Diploma, Degree or other relevant management qualification commensurate with the role	A		X
NEBOSH General Certificate	A		X
Equal Opportunities			
Understanding of and commitment to Inclusion & Equality in the workplace	I	X	
Awareness of protocols required for dealing with protected characteristics	I	X	

covered by Equality Legislation			
Awareness of protocols required for dealing with protected characteristics covered by Equality Legislation	I	X	
Other requirements:			
Satisfy Police security vetting procedures at the appropriate level		X	
Commitment to and appreciation of quality customer service	I	X	
Hold a current valid driving licence	A	X	
Ability to travel throughout the County to carry out the requirements of the post	I	X	
Demonstrate evidence of continuous professional development and competence	A/I	X	
Requirement to work flexibly, occasionally outside of normal office hours including evenings and/or weekends by prior agreement	A/I	X	
Occasional requirement to attend residential training courses and conferences.	I	X	
Provide a suitable vehicle for use when required on official business journeys (car user allowance will be paid).	I	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.

Safe guarding - 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:

Job Title	Community Fire Protection - Fire Safety Inspector
Identifier	02698
Director Area	Fire, Rescue & Public Protection
Service Area	Fire & Rescue - Planning, Prevention and Protection
Section	
Date	16/10/2019
Score	444
Grade	Grade 7
Description	

Factor Levels:

Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	4
Contacts & Relationships	5
Decisions - Discretion	3
Decisions - Consequences	2
Resources	1
Work Demands	2

Physical Demands	2
Working Conditions	1
Work Context	1
Knowledge & Skill	4