

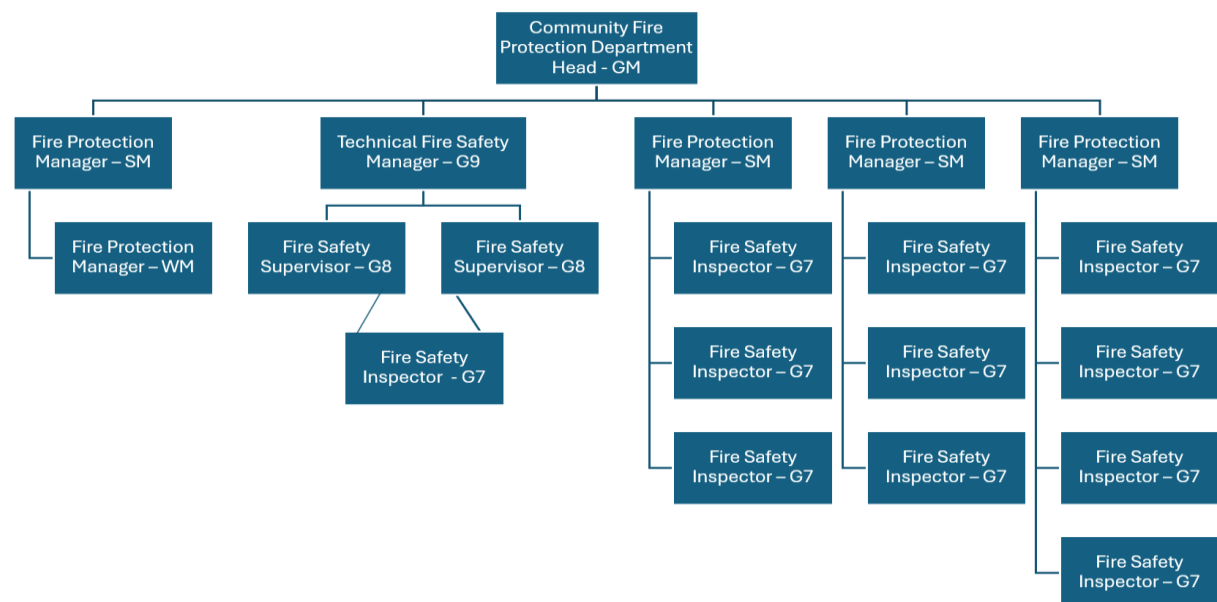
JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Fire and Rescue	Job Ref Number: 03067
Service Area: Community Fire Protection	Grade: G8
Job Title: Community Fire Protection – Fire Safety Supervisor	

PURPOSE OF JOB:

Working within the CFP Central team, to provide support for strategic planning, risk management, technical expertise and compliance assurance for the fire safety team.

TEAM STRUCTURE:



MAIN DUTIES:

1	Operate within the CFP central team to contribute and support the actions in the Community Risk Management Plan (CRMP), Service Plan and Fire Protection Departmental planning.
2	Support and monitor the development, delivery and maintenance of the training plan for the fire protection team and wider service personnel. Specific provision of direct training, supervision and support the work of G7 Inspectors as required.
3	Monitor and have oversight of LFRs enforcement action. Enforce fire safety legislation in accordance with service policy. Undertake or assist in enforcement, prosecutions or investigations as the need arises, including liaising with legal representatives, giving specialist advice and assisting teams with investigations and prosecutions as required.

4	Maintain knowledge of changes to legislation or policy at National Level and where appropriate assist with implementation into the Service policy and procedures. Utilising these changes to prepare and deliver training to the wider CFP team members.
5	Maintain personal competence to develop, manage and undertake fire safety enforcement and audit programs in accordance with the Regulatory Reform (Fire Safety) Order 2005 on all types of high risk commercial premises in line with the Risk Based Intervention Programme (RBIP). In addition, peer support for Fire Safety Inspectors to assess and audit risks associated with fire, advise on fire safety measures and contribute to fire safety solutions by inspecting premises.
6	Develop and implement training on fire safety matters, including planning training events appropriate with the Fire Safety National Standards.
7	Identify, develop, plan and deliver Fire Safety engagement events to premises / organisations across Lincolnshire.

8	Development and management of administrative recording systems including public registers.
9	To quality assure Protection activities undertaken by CFP department and Service employees.
10	Undertake multi-agency consultations on complex building applications, applying relevant codes of practice and technical guidance having due regard to the circumstances of each case.
11	Undertake work in specialist fire safety areas such as; petroleum, HTM codes, Fire Engineering etc.
12	Support the delivery of both the RBIP and Petroleum Inspection Programme.
13	Assist in the maintenance of close working relationships with external agencies and local authority officers to conduct joint inspections as appropriate.
14	Attend Safety Advisory Group meetings and Regional Protection meetings, to provide technical advice where required.
15	Attend meetings, seminars, training activities and events both internal and external to the County.
16	Provide advice on the reduction of Unwanted Fire Signals (UwFS).
17	Liaise with and inform Divisional personnel regarding intelligence and high risk premises identified.
18	Assist LFR employees with the interpretation and application of fire safety related technical guides, codes of practice and service guidance.
19	Monitor and maintain both the service intranet and internet pages, in order to provide supporting information for service personnel and residents of Lincolnshire, in relation to Fire Safety advice and signposting.
20	Assist the development of annual business engagement plan, ensuring a consistent approach to provision of information to businesses across the county.
21	Review and maintain resources to support all Fire Protection activities. For example, order and provision of FSI PPE; up to date documentation for enforcement packs.
22	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

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/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/P	X	
Analysis and interpretation of data in order to assess risk.	I/P	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	
Knowledge	Be able to demonstrate relevant knowledge and understanding of the following:		
Knowledge and understanding of community issues and risks	I/T	X	
In depth knowledge of Fire Safety legislation, associated technical guides and codes of practice.	A/I	X	
Knowledge and understanding of risk management processes and their application.	A/I	X	
Knowledge and understanding of the legal system to support prosecutions where required	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/P	X	
Presentation of complex, divergent technical fire safety issues to a variety of audiences	A/I/P	X	
Working in a team environment	I	X	
Mentoring and development of people	A/I	X	

Experience in fire safety enforcement	A/I	X	
Research and development of policies, guidance and reports	A/I	X	
Qualifications	Hold or be prepared to work towards qualifications in the following:		
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
Fire Safety at Sports Grounds Qualification	A		X
Supervisory Leadership/ILM L3 Leadership and management or equivalent	A		X
Equal Opportunities	Be able to demonstrate relevant knowledge and understanding of the following:		
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	
Other requirements:	Be able to demonstrate relevant knowledge and understanding of the following:		
Satisfy Police security vetting procedures at the appropriate level		X	
Commitment to and appreciation of quality customer service	A/I	X	
Hold a current full 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 to, occasionally outside of normal office hours including evenings and/or weekends	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	

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:

Job Title	Fire Safety Supervisor
Identifier	03067
Director Area	Fire & Rescue
Service Area	Planning, Prevention and Protection
Score	476
Grade	Grade 8

Factor Levels:

Supervision/Management Of People	2.1
Dispersal Awarded	No
Creativity & Innovation	5
Contacts & Relationships	5
Decisions - Discretion	3
Decisions - Consequences	2
Resources	1

Work Demands	3
Physical Demands	2
Working Conditions	1
Work Context	1
Knowledge & Skill	4