



JOB DESCRIPTION

Job Title:	Technical Fire Safety Officer
Department:	Protection Department
Post Number:	
Location:	
Grade/Role:	Scale 6 – SO1
Responsible to:	Watch Manager

JOB PURPOSE

Inspect and prepare reports for all premises subject to statutory control. Enforce Fire Safety legislation through risk based assessment working with other relevant stakeholders and partners to achieve a safer community.

PRINCIPAL RESPONSIBILITIES

Scale 6

- 1 Audit and evaluate fire risk assessments within existing buildings and premises to identify risks and hazards and assess whether control measures have been implemented.
- 2 Report on the suitability and sufficiency of existing arrangements and identify solutions to address any areas of deficiency in order to minimise fire risks and hazards in support of the Unitary Performance Areas e.g. monitoring of Unwanted Fire Signals or post fire inspection and Gen 12's.
- 3 Provide basic technical advice, guidance and support on relevant statutory and regulatory requirements and standards in order to minimise fire risks and hazards.
- 4 Collate, validate and analyse information from a range of internal and external sources to ensure the provision of accurate and timely information to inform decision making and to support service delivery.
- 5 Promote fire safety matters and facilitate learning through demonstration and instruction to educate and inform the Community and improve awareness of safety matters.

Scale SO1

In addition to Scale 6 responsibilities;

- 6 Review and evaluate fire safety design submissions for suitability and sufficiency of design, report on findings and develop recommendations to address and resolve any identified deficiencies, so that fire risks are reduced to acceptable levels.
- 7 Provide detailed technical advice, guidance and support on relevant statutory and

regulatory requirements and standards in order to minimise fire risks and hazards in high risk buildings.

- 8 Assist the lead investigator in the collation of relevant information and compilation of written evidence case files for potential prosecutions to ensure the enforcement of Fire Safety legislation. Provide support to the lead investigator in all aspects of prosecution work.
- 9 Manage, assess and evaluate work activities and develop proposals for improvement to facilitate work objectives and ensure continuous improvement.
- 10 Take a lead role in the reduction of unwanted fire signals and similar Community Fire Protection activities.

Core Responsibilities for Cheshire Fire and Rescue Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

Equality, Diversity and Inclusion

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Safeguarding

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service. Including fulfilling your responsibility to report and record any safeguarding concerns you become aware of.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

Document Control	Date of Creation: June 2010	
Version	Date	Amended by (Initials)
V03	15/01/2024	LMcG
V02	10/07/15	MG
V02.1	26/01/16	KP
V04	12/07/16	JW



	Grade 6		Grade SO1	
PERSONAL ATTRIBUTES REQUIRED	Essential	Desirable	Essential	Desirable
<u>Qualifications / Experience</u>				
5 GCSEs or equivalent (Including Maths & English) at least at Grade 4 (previously Grade C)	*		*	
Member of the Institute of Fire engineers or appropriate Fire Safety qualification (e.g. HNC in relevant subject)		*		*
Experience of working with the public and the private sector business community		*	*	
Health and safety qualification or equivalent e.g. IOSH/NEBOSH		*	*	
Skills For Justice Level 3 Certificate in Fire Safety (Fire Auditors) or willing to work towards	*		*	
Skills For Justice Level 4 Diploma in Fire Safety (Fire Inspectors)		*	*	
Awareness of legal and investigative practice		*	*	
Awareness of specialist fire safety guidance such as HTM, BB100, BS9991, Fire Safety in Purpose Built Blocks of Flats and Specialised Housing Guide		*		*
Skills For Justice Level 5 Diploma in Fire Engineered Design		*		*

	Grade 6		Grade SO1	
PERSONAL ATTRIBUTES REQUIRED	Essential	Desirable	Essential	Desirable
<u>Knowledge & Skills</u> Good presentation skills Proficient with Microsoft applications e.g. Word, Excel, PowerPoint, Outlook Good organisation skills Understanding of risk assessment principles and application Ability to prioritise Knowledge of Fire Safety	* * * * *	* * * * *	* * * * * *	
<u>Personal Competencies</u> Excellent interpersonal and communication skills and ability to communicate at all levels Good time management skills Strong customer focus A logical thinker with attention to detail, with the ability to problem solve Open to change and proactive Self motivating and confident Willingness to work flexibly (including occasional evening and weekend work)	* * * * * * *	* * * * * * *	* * * * * * *	