

 **JOB DESCRIPTION**  (Form HRJDES July 2021)

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| **Job Title**  | Fire Safety Inspector (Green Book Scale 7)  |
| **Responsible To**  | Fire Safety Manager (Station Manager B Non-Flexi or Green Book Manager) |
| **Responsible For**  | None |
| **Grade** | Grade 7, Spinal Column Point 28 -32, £37,938 - £41,511 |
| **Hrs** | Full time 36.25 Hrs per weekPart Time 18.13 Hrs per weekFlexi time scheme  |
| **Location** | Various locations with potential option of hybrid working where appropriate. You must be prepared to work at any location across Lancashire at the needs of the Service. |
| **Other terms and conditions** | National Joint Council for Local Government ServicesA flexi time scheme is in operation Ad hoc Car User |
| **Special Requirements**  | It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence. The post holder will have access to a pool car but it is desirable that the post holder provides a car which meets the requirements of LFRS as detailed in the Further Information section.It is a requirement of the post that the post holder will be to attend evening and weekend meetings/events as required.  |

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Valuing our people so they can focus on making Lancashire safer.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do and our Service values ‘**STRIVE’** reflects the behaviours we expect from our staff.

**Service:** Making Lancashire safer is the most important thing we do.

**Trust:** We trust the people we work with.

**Respect:** We respect each other.

**Integrity:** We do what we say we will do.

**Valued:** We actively listen to others.

**Empowered:** We contribute to decisions and improvements.

The Service values are supported by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour.

**Putting our communities first** – we put the interest of the public, the community and service users first.

**Integrity** – we act with integrity including being open, honest and consistent in everything we do.

**Dignity and respect** - making decisions objectively based on evidence, without discrimination or bias.

**Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

**Equality, diversity, and inclusion (EDI)** – We continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of FRSs.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/about/publications/community-risk-management-plan-2022-2027)

**Job Role**

The role of the Fire Safety Inspector is to demonstrate LFRS values, and the leadership behaviours as detailed in the LFRS leadership framework.

Additionally, Fire Safety Inspectors have the following additional areas of responsibility.

**Fire Safety Inspector:** TheFire Safety Inspector is based in one of our three protection areas and is responsible for the functional resources within that Service Delivery area on behalf of the Service Development Department.

The department operates as a central department providing a wide range of support functions for Fire Safety Enforcement, Business Safety, Community Fire Safety and other related activities e.g. arson reduction and fire investigation. To contribute to the development, implementation and review of corporate policy and procedures regarding protection activity across the Service.

Green book inspectors are required to complete mandatory e-learning modules and other competency-based work.

Depending on organisational need and evidence of competency levels, inspectors may be asked to undertake third party accreditation via the IFE.

**Responsibilities**

* To display leadership in creating an inclusive culture within the spirit of the vision, values and objectives of Lancashire Fire and Rescue Service.
* Demonstrate the behaviours as detailed in the STRIVE values and in the Leadership Framework.
* Consistently display excellent positive workplace behaviours towards colleagues and members of the public.
* Maintain skills, knowledge and relevant competencies relating to the job role.
* Effectively utilise information technology and systems relating to the job role.
* To be responsible for ensuring proper management of resources in accordance with the Authority’s standing orders.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* Promote the principles of equality and diversity, a positive working environment, behaviours which embrace equality and diversity and comply with LFRS Equal Opportunities Policy at all times.
* Observe all rules governing health and safety and use safety equipment where it is provided and ensure effective management of all health and safety issues.
* Support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time and providing the post holder meets the essential requirements of the recruitment process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

**Fire Safety Inspector:**

* Develop, manage and promote fire safety initiatives, in line with the LFRS Fire Risk strategy and corporate vision.
* To provide support to individuals and the team in meeting the requirements of their roles and agree individual, team, local and corporate objectives.
* Prepare and deliver reports or presentations for, or on behalf of line managers.
* Deliver and support local and national fire safety campaigns and initiatives in conjunction with other internal departments/stations and external partners to fulfil the aims of LFRS Fire safety strategy.
* Inspect premises in accordance with Service policy to enforce relevant fire safety legislation provide fire safety advice and guidance and determine solutions to hazards and risks identified through inspection and investigation.
* Provide advice on self-determined fire risk assessments and evaluating fire safety design submissions to achieve compliance with relevant fire safety legislation.
* Maintain an up-to-date knowledge with legislation linked to the role and apply this knowledge and practise within day-to-day duties of the job role.
* Provide appropriate advice and guidance on request and through inspection on:
	+ Fire safety in premises
	+ Fire safety in locations using hazardous materials.
	+ Issues relating to fire protection systems.
	+ Issues relating to building construction, refurbishments, materials and demolition.
* Liaise and consult with building control bodies, local authorities and other regulatory agencies in accordance with Service policy and procedures.
* Monitor the progress of new or refurbished premises for compliance with requirements/recommendations made under relevant fire safety legislation.
* Take enforcement action in line with Service policy and procedures, through the investigation of offences, cautioning and interviewing of witnesses, taking and preparing statements, the collecting of evidence and the preparation of case files.
* Provide and processing risk information gained from inspections in support of the Service’s Community Risk Management Plan.
* Be responsible for the management and control of own workloads, organising inspections and maintaining records and files.
* Be responsible for updating, retrieving and actioning electronic information from fire safety management information systems.
* Be responsible for the preparation of fire safety reports, letters, enforcement notices and plans in accordance with Service fire safety policy and procedures.
* Develop partnership work (including through temporary secondment) with other groups and organisations as directed.
* Provide instruction to others within the workplace and on training courses in work related subjects if required.
* Through the department’s objectives and performance standards, support appropriate development of team members.
* To undertake any relevant training and qualifications the service deems relevant to role. This may include undertaking study in your own time when necessary.
* To operate independently, effectively and efficiently by managing and prioritising workstreams on a risk-based approach.
* To be aware and deliver core objectives of Departmental Strategies and key performance documents.

Driving requirements: You are required to hold a current category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Engineering Services before you can be appointed even if you are successful at interview.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the LFRS Ad Hoc Car User Scheme.

The vehicle provided must be fit for purpose, and meet the following requirements:

* Valid MOT test certificate
* Maintained in accordance with the manufacturer’s recommendations, kept in good condition and be fully road legal at all times.
* Insured for you to drive on official business journeys.
* It should be noted that the provision of your own vehicle does not preclude LFRS requiring you to use Service transport where this is considered more appropriate and in the interests of the organisation.

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.

Secondary Employment

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| **Document Control**  |
| Final JD/ES Departmental Approved by: | Group Manager Protection |
| Final JD/ES HR Approved by:  | Head of HR |
| Date  | 20.07.2021 |

LFRS operates a secondary employment policy. Given LFRS’ status as a regulator, Fire Safety activities may give rise to conflicts of interest with potential financial, legal and professional ramifications/liabilities for both individual and organisation. To ensure such conflicts of interest are avoided, applications for secondary employment in a fire risk assessment or fire safety training role will not be approved.

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| **EMPLOYEE SPECIFICATION****Fire Safety Inspector Green Book** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| Level 3 Certificate Fire Safety (including certificates) or equivalent fire safety related qualification or experience working as a regulator. | X |  | A |
| Level 4 Diploma in Fire Safety (including certificates) or equivalent fire safety related qualification or significant experience working as a regulator. |  | X | A |
| Skills for Justice Level 4 Legal Certificate |  | X | A |
| GCSE in Maths and English Language A-C or a Level 2 qualification in Numeracy and Literacy or equivalent, or reach the required standards in online assessments | X |  | AV |
| Accredited by a third party i.e. IFE  |  | X | A |
| **Experience**  |  |  |  |
| Proven experience conducting audits or similar risk reduction work | X |  | A,I |
| Implementing change and new initiatives whilst maintaining performance. |  | X | A I  |
| Addressing underperformance issues successfully. |  | X | A I  |
| Improving team performance leading to the achievement of objectives. |  | X | A I  |
| **Knowledge, Skills and Abilities**  |  |  |  |
| A knowledge of LFRS and the environment that LFRS operates.  | X |  | A I |
| An ability to develop high performing and cohesive teams. | X |  | A I |
| A knowledge of and the ability to influence partnership working.  | X |  | A I |
| An ability to operate in a specialist role and function  | X |  | A I |
| An ability to listen and give effective feedback  | X |  | A I |
| Excellent written and verbal communications skills | X |  | A I |
| The ability to coach and mentor others | X |  | A I |
| The ability to write reports  | X |  | A I |
| The ability to effectively lead a team and act as a positive role model to staff  | X |  | A I |
| The ability to use and competent skills in the use of Microsoft Office  | X |  | A I |
| A willingness to use other ICT systems to improve efficiency and effectiveness  | X |  | A I |
| The ability to apply a knowledge of health and safety policies and principles as applicable to the role  | X |  | A I |
| The ability to demonstrate a commitment to equality and diversity. | X |  | A I |
| **Special Requirements of the Post**  |  |  |  |
| Undertake independent assessment to achieve and maintain professional accreditation and registration. | X |  | A V T |
| It is a requirement of the post that the holder will be able and prepared to attend evening and weekend meetings/events/audits and be recalled to duty for urgent events as required by the exigencies of the Service via contact made using details held on a recall to duty database | X |  | A I |
| Standard DBS check | X |  | A I |

**KEY**

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| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |



**Terms and Conditions**

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| **Job Title**  | Fire Safety Inspector (Green Book) |
| **Responsible To**  | Fire Safety Manager |
| **Grade** | Grade 7, Spinal Column Point 28 -32, £37,938 - £41,511 |
| **Hrs** | Full Time 36.25 hrs per week Part Time 18.13 hrs per week |
| **Location** | Various |
| **Car Parking**  | Free Car Parking Facilities are available at LFRS Service Headquarters. |
| **Pension** | Local Government Pension Scheme |
| **Other Terms and Conditions**  | A flexitime scheme is in operationNational Joint Council for Local Government Services |
| **Car****Categorisation** | Ad hoc Car User Current category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.It is also a requirement that you provide, at your own expense, a suitable vehicle for use when required on official business journeys.You will be reimbursed for the use of the vehicle on authorised journeys in accordance with the LFRS Adhoc Casual Car User Scheme The vehicle provided must be fit for purpose, be approved by the Head of Fleet and Technical Services and meet the following requirements:* Maintained in accordance with the manufacturers recommendations, kept in good condition and be fully road legal at all times
* Insured for you to drive on official business journeys (the certificate and policy must state this, and copies must be provided for retention by the Head of Fleet Services)
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business
 |
| **Clearances** | Satisfactory referencesStandard DBS Check |
| It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions. To this end, LFRS will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentially. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.LFRS operates a secondary employment policy. Given LFRS’ status as a regulator, Fire Safety activities may give rise to conflicts of interest with potential financial, legal and professional ramifications/liabilities for both individual and organisation. To ensure such conflicts of interest are avoided, applications for secondary employment in a fire risk assessment or fire safety training role will not be approved. |