

HUMBERSIDE FIRE & RESCUE SERVICE

JOB DESCRIPTION

(Support Services Posts) POST TITLE Protection Supervisor	
SECTION Protection	POST GRADE Grade 10
<u>OVERALL PURPOSE OF THE JOB</u> <p>Supervise and support a team of Grade 9 Protection Inspectors carrying out a varied workload, and delivering activities in line with strategic plans and priorities, performance objectives, expectations, and organisational values including the Core Code of Ethics.</p> <p>Undertake more complex risk-based fire safety inspections of premises, gather information to inform stakeholders (both internal and external) and to provide advice and guidance on general fire prevention, building control and protection issues to reduce risk within the community.</p>	

KEY ACTIVITY AREAS/MAIN DUTIES

1. Line-manager for a team of Protection Inspectors, ensuring that tasks are allocated appropriately and support individuals to develop and maintain their performance at work by utilising a mentoring program.
2. Audit, monitor and report on Protection Inspectors individual and team performance and quality of work utilising local performance indicators and quality assurance framework.
3. Inspect and assess premises to enable enforcement of relevant fire safety legislation, provide fire safety advice and guidance and determine solutions to hazards and risks identified through inspection, investigation, and complaints. Record information/findings including preparation of reports and letters. Signatory for Enforcement and Alterations Notices and out of hours Prohibition Notices.
4. Monitor the progress of new or refurbished premises for compliance with requirements/recommendations made under relevant fire safety legislation. Consult with Building Control Bodies, Local Authorities and other regulatory agencies on fire safety matters, hazards and associated risks for the planned construction, demolition, and alteration of buildings. To take account of how this affects premises in the vicinity.
5. Report on and take first stage enforcement action in line with service policy. Undertake and provide support as necessary in the investigation of offences through the preparation of case files, interviewing and cautioning of witnesses, taking, and preparing statements, collection of evidence, serve statutory enforcement documents and attend court as required.
6. Provide advice on fire risk assessments and evaluate fire safety design submissions to achieve compliance with relevant fire safety legislation. Meet customer expectations by delivering and organising excellent customer service.
7. Provides advice and guidance on request and through inspections on fire safety matters ensuring that Fire Safety risks in all premises and environments are managed by active and passive fire protection systems so that everyone on the premises can escape safely in the event of an emergency.
8. Provides and processes risk-based information gained from inspections and other activities in support of the Services Community Risk Management Plan and Strategic Plan.
9. Supports the development of operational personnel in their knowledge and understanding of the relevant legislation and a risk-based approach to fire safety matters.
10. Update, retrieve and process information from the Fire Safety Management Information System and Risk Based Inspection Programme, including the maintenance of other records and files.
11. Ensures that appropriate risk information is highlighted through established reporting procedures to relevant stakeholders (both internal and external).

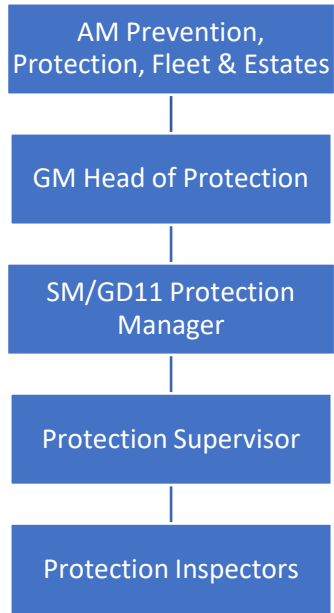
12. Work with partners to minimise risks and improve fire safety and community safety through national and local initiatives. Represent the Service at local and regional meetings and workshops in support of fire safety risk reduction outcomes. Chair meetings and act upon agenda items.
13. Work within the Protection team across the service area. This may require working in different places geographically.
14. Managing the overall health and safety process in your area of responsibility.

NOTES:

The postholder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

The postholder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies, and procedures so far as they relate to the post and the postholder.

POSITION IN ORGANISATION



JOB REQUIREMENTS

Knowledge and Skills

Good standard of education and literacy.

Level 4 Diploma in Fire Safety.

IOSH Managing Safely Certificate.

Requirement to undertake and complete higher levels of fire safety qualifications within 18 months of appointment or demonstrate an equivalent level of competency.

Daily supervision and management of staff.

Substantial detailed knowledge and understanding of fire safety legislation with the ability to interpret relevant legislation, safety guidance and other relevant technical material, being able to deal with complex fire safety matters.

Communication skills both written and verbal, of a level appropriate to enable the effective performance of main tasks, together with experience of producing detailed technical reports and letters and preparing and delivering presentations.

Need for highly developed interpersonal skills when interacting with staff, individuals responsible for fire safety in premises to which the Regulatory Reform (Fire Safety) Order 2005 applies, members of the public, local authority representatives, building control bodies, and other regulatory agencies.

Experience of undertaking detailed fire safety investigations and inspections.

I.T. literate including the use of MS Office products (incl. Office 365) with the ability to manipulate databases and produce Power point presentations.

Understand your role and how it fits into the overall vision and objectives of the organisation, identifying and addressing gaps in your skills and knowledge and understanding.

Develop working relationships with colleagues within your own organisation and within other organisations.

Support colleagues in identifying their learning needs and helping to provide opportunities to address these needs.

Experience of managing conflict.

Communicate information and knowledge to a wide range of people.

Project management experience.

Creativity and Innovation

The Protection team is tasked with the enforcement of fire safety regulations and gathering of operational risk information; there is a constant demand to provide assistance in overcoming a wide variety of fire safety problems. Although solutions are often a requirement of legislation, the methodology often requires initiative and creative thinking in conjunction with the interpretation of guides and codes of practice.

Requirement to plan, implement and record investigatory work on possible breaches of fire safety regulations.

Requirement to prepare fire safety reports, letters, enforcement notice, plans, and promulgate operational risk information to internal and external stakeholders.

Decision Making

There is a need to make immediate enforcement decisions regarding the fire safety compliance of premises; A major consequence of this could be the enforced cessation of work or other activities and undertakings.

Requirement for the preparation and assistance in the preparing and issuing of plans and notices (Statutory and non-Statutory) to improve safety or achieve compliance.

Once allocated, manages and controls own workloads and those of their team.

Contacts and Relationships

Daily contact with other members of the team, section, other sections within the organisation, line managers and senior officers to consult, provide advice and exchange information on fire safety matters.

Daily contact with individuals responsible for fire safety in those premises to which the Regulatory Reform (Fire Safety) Order 2005 applies, members of the public, local authority representatives, building control bodies and other regulatory agencies to consult, provide advice, and exchange information on fire safety legislation and enforcement matters.

Responsibility for Resources

Shared responsibility for a range of office and inspection equipment.

Mobile phone, tablet, laptop, camera.

Joint responsibility for the security of sensitive information about premises and proposed developments, organisations, and individuals.

Work Environment

Mixture of office based work and visits to various sites.

Work Demands

The work is varied, and the programme of tasks can be subject to disruption in response to urgent enquiries, complaints, visits, inspections, and investigations. This will, on occasion, require flexibility of working hours to meet Service needs.

Be part of a self-rostering rota system which involves regular evening and weekend availability.

There is a need to be constantly aware that in many circumstances there may be a risk associated with carrying out duties such as inspections of premises, investigations of possible breaches of fire safety regulations, and enforcement actions.

There will be a need to prioritise personal workload and the workload of the team which will be subject to regular changes due to competing demands and will often include challenging priorities.

Physical Demands

The physical demands include walking, sitting, standing, driving, climbing, occasional access to confined spaces, lifting and handling, regular use of IT equipment including mobile phones, laptops, display screens, tablets, keyboard, and mouse.

Working Conditions

The postholder can be regularly involved with working alone when carrying out inspections and other activities, inside and outside in all weathers. Some of the work will be performed in an office environment.

There is a need to visit a wide range of premises and remote locations where various hazards and risks may be present. These may include dust, heat, noise, chemicals, heights, confined spaces etc.

The postholder must safeguard the safety of themselves, their teams, and others, and ensure suitable and sufficient measures are implemented and maintained.

Work Context

The job involves contact with a wide range of agencies and with members of the public. The postholder may, on occasions, be exposed to aggressive or challenging behaviour.

Mobility throughout the Service area without prior notice is essential.

Signature

Designation

Date

CONFIRMED BY:

RECEIVED BY:

PREPARED BY:

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.