



BUSINESS FIRE SAFETY INSPECTOR

BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget in excess of £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

This post is in the Business Fire Safety (BFS) team, within the Prevention and Protection Directorate, and reports to the Business Fire Safety Manager.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.



Job Description, Core Values and Person Specification

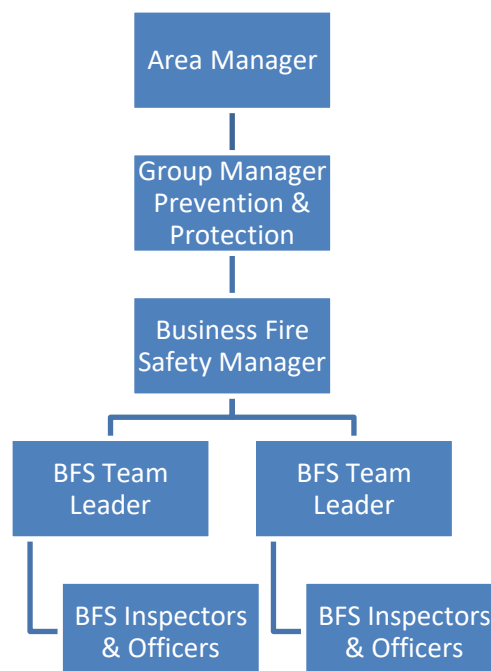
Job Title	Business Fire Safety Inspector
Post Number	1433
Grade	HAY 6
Duration of Post	Open ended 'permanent'
Hours	37 Per Week
Directorate	Service Delivery
Unit or Team	Business Fire Safety
Reports to	Business Fire Safety Manager
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	28.1.19

Purpose of Job:

To contribute to the protection of the people in the Service area and in making communities safer by:-

- supporting the delivery of services provided by Business Fire Safety
- carrying out inspections of premises to ensure compliance with set safety standards under the Regulatory Fire Safety Order 2005
- setting standards of fire safety in public and commercial premises
- assisting the Business Fire Safety Manager with the provision of effective day to day management of the Business Fire Safety Department
- informing and educating the community to improve awareness of safety matters.

Structure Chart:



Responsibilities and Duties:	
1.	Assess risks and legal fire safety requirements at existing or proposed premises or complexes through inspection, plan review or consultation. Provide necessary advice, guidance or requirements to secure fire safety standards appropriate to the risk, and in accordance with relevant codes and legal requirements.
2.	Respond to verbal or written requests for advice on behalf of the Service in accordance with Fire Services legislation.
3.	Examine submissions from other agencies and provide advice in order to determine compliance with statutory codes of practice and other fire legislation.
4.	View plan applications from Local Authority Building Control and set standards for fire safety compliance, in line with the Building Regulations.
5.	Carry out Fire Safety Audits on complex premises as and when required.
6.	Prepare notes, reports and schedules of recommendations or requirements in accordance with accepted practice. Maintain records of work undertaken as required.
7.	Provide assistance when requested on self-compliance with Codes, Guidance Notes and Regulations.
8.	Monitor the implementation of requirements by re-inspection where required and take appropriate follow-up action.
9.	Comply with Service community and fire safety policies, practices and procedures as required.
10.	Check and sign correspondence as authorised by the Business Fire Safety Manager.
11.	Develop and maintain close liaison with Operational Response managers and other senior staff on matters of operational or fire safety importance within your work area.
12.	Assist with the delivery and content of any courses, demonstrations or presentations being run by Community Fire Safety as and where necessary.
13.	Maintain close liaison with local authorities and other agencies having a shared interest in statutory fire safety matters.
14.	Deliver training or community safety talks, as required, either in-house or to external bodies/community groups.
15.	Assist in Prosecution cases as required.
16.	Refer to the Business Fire Safety Manager any complaints received, points of clarification or matters of policy determination.
17.	Manage time and prioritise workloads to ensure that deadlines and work objectives are consistently met. Agree objectives on a daily and weekly basis and monitor progress, resolving any problems that arise.
18.	Maintain appropriate records as part of your day-to-day duties, including property, resource inventories and Fire Safety records.
19.	Attend such meetings, conferences, seminars or courses as designated.
20.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
Special Notes or Conditions:	
1.	<p>AF&RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This role is based at an office location to be confirmed. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work

	from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
3.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
4.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.
11.	Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.

Avon Fire & Rescue Service Core Values

AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:

- Respectful
- Honest
- Courageous
- Ambitious
- Inclusive
- Transparent

In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **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** - we treat people with 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.

Signed confirmation that this Job Description accurately reflects the requirements of the job:

Job Holder's Manager		Date	
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Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:

Job Holder		Date	
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See following page for Person Specification

Person Specification				
Job Title	Business Fire Safety Inspector			
Post Number	1430, 1432, 1433, 1435, 1435-T, 1437, 1446, 1447, 1448			
Grade	HAY 6			
Qualifications, knowledge, experience, skills and personal attributes required for the job:				
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
		A	T	I
Qualifications/Knowledge				
Level 4 Diploma in Fire Safety (Fire Inspectors).	E	X		X
Knowledge of Building Regulations together with experience in commenting on Building Regs submissions.	E	X		X
Knowledge of business fire safety policies and procedures and management systems.	E	X		X
Knowledge of fire safety statutes, codes of practice, policies and procedures and an understanding of their legal implications.	E	X		X
Knowledge of statutory enforcement within a legislative framework.	E	X		X
Working knowledge of MS office applications, including Word, Excel and Outlook.	E	X		X
NEBOSH Fire Safety and Risk Management or equivalent.	D	X		X
Knowledge of specialist areas within the Business Fire Safety function.	D	X		X
Experience				
Experience of working within a fire safety environment.	E	X		X
Experience of statutory enforcement within a legislative framework.	E	X		X
Experience of risk management.	D	X		X
Public sector experience.	D	X		X
Experience of preparing and delivering business fire safety training.	D	X		X
Experience of compiling and interpreting statistical information.	D	X		X
Skills				
Ability to plan, prioritise and organize work to meet deadlines.	E	X		X
Ability to communicate effectively in writing and orally, at all levels internally and externally.	E	X		X
Flexible approach to working hours to meet business need.	E	X		X

Able to drive with a current driving licence, or ability to arrange suitable alternative transport to travel to various work locations.	E	X		
Ability to interpret legislation and translate into policies and procedures.	D	X		X
Personal Attributes				
Willingness to accept and work to our Core Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X