



BUSINESS FIRE SAFETY SENIOR ADMINISTRATOR - 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 of around £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: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is within the Business Fire Safety Team, within the Risk Reduction & Operational Response Directorate, and reports to the Business Fire Safety Manager.

The provision of administrative support to the Risk Reduction and Operations Response Directorates is managed and co-ordinated by the Area Manager (Admin & Resources). Consequently, support staff and resources are allocated to the Directorates according to Service needs, priorities and deadlines, to ensure an overall efficient and effective support service to both Directorates. To this end, they have common administrative procedures and processes to aid staff flexibility and efficient working.

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.

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.



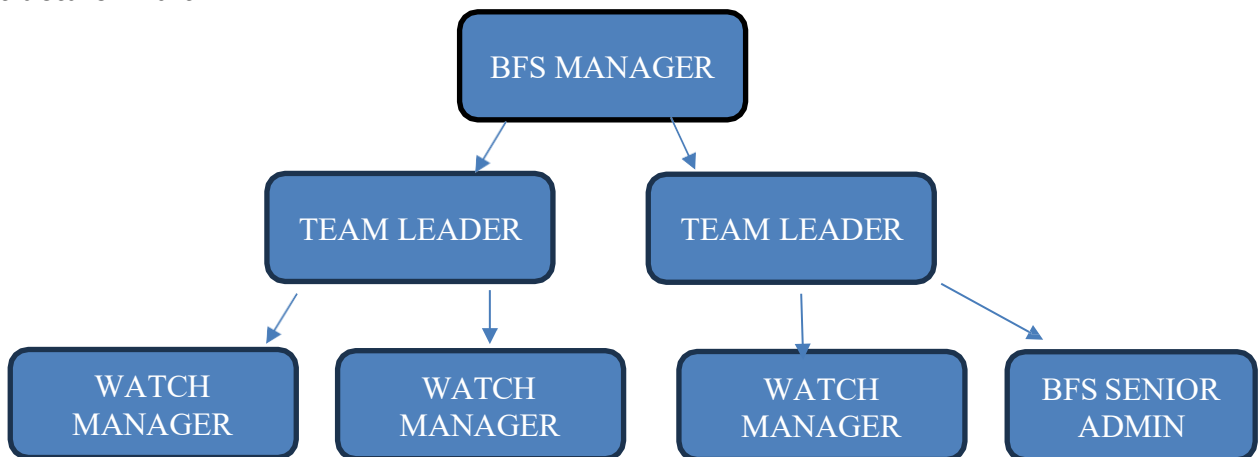
Job Description, Core Values and Person Specification

Job Title	Business Fire Safety Senior Administrator
Post Number	1403
Grade	HAY 10
Duration of Post	2 year fixed term
Hours	37 per week
Directorate	Risk Reduction
Unit or Team	Protection – Business Fire Safety
Reports to (give job title)	Business Fire Safety Manager
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	10.06.2016, updated 29.06.26

Purpose of Job:

To provide and be responsible for all round administrative support, to ensure the provision of efficient and effective assistance to the Local Remediation Acceleration Plan (LRAP) team within the Business Fire Safety (BFS) department.

Structure Chart:



This Job Description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

Responsibilities and Duties:	
1.	Responsible for providing efficient and effective administrative support to the Local Remediation Acceleration Plan (LRAP) team, Business Fire Safety Manager and their staff, whilst supplying information to other Units as required, to enable them to achieve customer requirements, Unit and corporate objectives and targets on time and to the required standard. Provide admin support to BFS when required.
2.	Responsible for administration of sensitive and confidential materials relating to potential prosecutions conducted by BFS in relation to the Fire Safety Order 2005. This involves supporting the services Disclosure Officer with providing the relevant accurate information.
3.	Liaise with the Business Fire Safety Manager/ Team Leader and their staff to ensure administrative support continues to meet their requirements and is to the required standard and on time.
4.	Responsible for the day-to-day operation of the Local Remediation Acceleration Plan (LRAP) Business Fire Safety administrative procedures and systems. This includes management of the services Unwanted Fire Signals Policy (UwFS) ensuring the 4 levels within the policy are adhered to and followed. Providing reports and returns to the Business Fire Safety Manager/ Team Leader.
5.	Allocate complaints to Fire Safety Officers utilising their diaries and managing their workload
6.	Undertake all administrative procedures associated with: <ul style="list-style-type: none"> • the Regulatory Reform (Fire Safety) Order 2005 • Enforcement policy and procedures, including safe storage and recording of evidence, and production of bundles of evidence pending possible prosecutions. • the re-inspection of premises that fall under the “Agency Work” umbrella (e.g. Public Entertainments Licences) • Maintaining a Public Register on and issuing, Prohibition/Improvement Notices under the Health & Safety at Work etc Act 1974.
7.	Responsible for ensuring the placing of orders for equipment and supplies on behalf of Business Fire Safety, as required, and checking/recording deliveries. Act as a first point of contact on premises matters, liaising with the Property Services Unit as necessary.
8.	Contribute towards the implementation and development of administrative systems, including computerised systems, developing and revising where necessary to improve efficiency and ensure the timely provision of relevant information. Training on the use of CFRMIS to new staff and existing staff when systems are upgraded.
9.	Co-ordinate and maintain statistical records, producing management information reports as requested, ensuring timely and accurate compilation of data for internal and external reports, including CLG and Best Value Returns.
10.	Participate in project teams as required. Collate and write up findings as required.
11.	Initiate and inspire a continual process of improvement and development within the administrative processes of Business Fire Safety, to improve efficiency, customer satisfaction and to meet emerging and future needs. Advise the Station Manager of Business Fire Safety of any proposed improvements and new or emerging requirements for the Business Fire Safety Team.
12.	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 will be based at a Business Fire Safety Office TBA. Although you will be 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 Values	

We are in the process of embedding the principles of the [Core Code of Ethics](#), on joining the service you will be involved in co-creating what these principles mean to us.

- Putting our communities first
- Integrity
- Dignity and Respect
- Leadership
- Equality, diversity, and inclusion (EDI)

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

Job Holder's Manager	<i>Di Clack</i>	Date	13.4.2026
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Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of AF&RS Values and NFCC Code of Ethics:

Job Holder		Date	
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See following page for Person Specification

Person Specification

Job Title	Business Fire Safety Senior Administrator			
Post Number	1403			
Grade	HAY 10			
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				
Able to demonstrate a standard of written English and arithmetic equivalent to GCSE passes at Grade C or above, with sound general administrative experience.	E	X		X
Computer literate with good keyboard skills and a working knowledge of Microsoft Office Systems, including Word, Excel and Access applications (particularly spreadsheets and preferably some experience of Visio and MS Project).	E	X		X
Experience				
Experience of setting up or reviewing admin procedures	E	X		X
Able to prioritise, work to deadlines and manage time effectively without supervision.	E	X		X
Able to work flexibly and collaboratively with other staff to meet customer requirements and Unit objectives.	E	X		X
An ability to work under pressure, using your own initiative, combined with an efficient, methodical approach.	E	X		X
A working knowledge of the Service	D	X		X
Skills				
An ability to communicate effectively with AFRS employees and members of the public with regards to general, and fire safety enquiries.	E	X		X
An ability to be able to take accurate and precise notes in relation to general technical fire safety enquiries.	E	X		X

Able to maintain computerised and manual record systems.	E	X		X
Able to drive with a full current valid driving licence, or ability to arrange suitable alternative transport to travel to various work locations.	E	X		
Personal Attributes				
Willingness to accept and work to our Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work, to meet business needs.	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