

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>8RT</b>	<b>Role Title</b>	<b>Fire Safety Advisor</b>
<b>Grade</b>	PS8	<b>Reports to (role title)</b>	<b>Station Commander Protection (various)</b>
		<b>Directorate/School</b>	<b>CPG</b>
<b>JE Band</b>	269-313	<b>Service / Department</b>	<b>Surrey Fire &amp; Rescue Service</b>
		<b>Date Role Profile was created</b>	<b>Mar-22</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	To inspect and audit low risk business premises in Surrey to ensure the compliance with the Regulatory Reform (Fire Safety) Order 2005 on behalf of the fire authority. Support the wider teams in Surrey Fire and Rescue to deliver the objectives of the Making Surrey Safer Plan, making the buildings and people that use them safer through education and enforcement. The role will require specialist and technical knowledge in fire safety which will be overseen by a more experienced manager.
<b>Work Context</b>	Based at one of three locations across Surrey (Walton-upon-Thames, Leatherhead and Farnham) Engaging with various partners and business owners to lead and support people to lawfully resolve regulatory fire safety matters, ensuring compliance with the Regulatory reform (Fire Safety) Order. Educating businesses and fire teams ensuring shared understanding of risks. Working independently to manage their calendar with the support of their manager to prioritise workloads. Planning inspection and audit regimes, timescales for follow up visits and deciding on appropriate enforcement levels based on audit outcomes. Carry out the duties of a fire safety advisor (as per the national competency framework) and conduct the necessary assessments. Establish and maintain effective working relationships with stakeholders to motivate and develop skills to improve performance. Required to have qualifications appropriate to the role in accordance to the Fire Safety Competency Framework. This will be Fire Safety L3 Certificate or higher. Alternatively, the post holder will be working towards these qualifications.
<b>Line management responsibility</b> if applicable	nil
<b>Budget responsibility</b> if applicable	nil

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery.</li> <li>• Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity.</li> <li>• Plan and prioritise own work activities for the months ahead, to ensure operational efficiency.</li> <li>• Respond effectively to changing demands, adjusting priorities as needed.</li> </ul> <p><b>Policy and Compliance</b></p> <ul style="list-style-type: none"> <li>• Ensure personal and where appropriate team compliance with established protocols, procedures and practices.</li> <li>• Audit and monitor compliance of 3 parties with organisational requirements.</li> </ul> <p><b>People &amp; partnerships</b></p> <ul style="list-style-type: none"> <li>• May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery.</li> <li>• Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered.</li> </ul> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles)</li> <li>• May manage or assist with budget/resource management in accordance with the organisation's policies and procedures.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level.</li> <li>• May require a qualification relevant to the specific nature of the role.</li> <li>• Knowledge of relevant legislation, practices and policies applicable to specialist area.</li> <li>• For some roles a relevant degree may be required.</li> <li>• Excellent IT skills, including MS Office and database management systems.</li> <li>• Ability to undertake technical work relevant to the role.</li> <li>• Excellent written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders.</li> <li>• Previous experience processing, analysing and reporting data.</li> <li>• Previous practical experience in a relevant field.</li> <li>• Ability to manage a range of projects through to completion.</li> <li>• Effective interpersonal, influencing and negotiation skills.</li> <li>• Experience of leading a team (where appropriate).</li> </ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	Level 3 Certificate in Fire Safety or working towards, preferably L4 Certificate Legal training equivalent to APCIL or working towards Knowledge of operating under legislative guidelines within a regulation activity Knowledge of fire safety plans
<b>Role Summary</b>	Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.
<b>Core Code of Ethics</b>	<p>Surrey Fire and Rescue Service has adopted the national Core Code of Ethics for Fire and Rescue Services in England. This has been developed in partnership with the National Fire Chiefs Council, Local Government Association, and the Association of Police and Crime Commissioners to support a consistent approach to ethics, including behaviours, by fire and rescue services in England.</p> <p>Putting our communities first          We put our communities first. We do this by putting the interest of the public and service users first.</p> <p>Integrity          We act with integrity. We show this by being open, honest and consistent in everything we do.</p> <p>Dignity and respect          We act with dignity and respect. We show this by making decisions objectively based on evidence, without discrimination or bias.</p> <p>Leadership          We are leaders. We show this by being positive role models, always demonstrating flexibility and resilience, we're all accountable for everything we do and challenge behaviour that falls short of the highest standards.</p> <p>Equality, Diversity and Inclusion (EDI)          We are ambassadors of equality, diversity and inclusion (EDI). We show this by continually recognising and promoting the value of EDI both within the FRS 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 differences.</p>
<b>Reference Number</b>	BM-2022-242

Copyright © 2019 Surrey County Council