

Role Profile

Part A - Grade & Structure Information


Job Family Code	9BF	Role Title	Fire Safety Inspector
Grade	PS9	Reports to (role title)	Station Commander
		Directorate/School	Community Protection Group
JE Band	314-370	Service/Department	Surrey Fire & Rescue Service
		Date Role Profile was created	Mar-22

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.

Role Purpose including key outputs	<p>To inspect and audit businesses within Surrey to ensure the application of the Fire Safety Regulatory Reform Order 2005 on behalf of the Authority.</p> <p>Support the wider team to deliver the objectives of the Making Surrey Safer Plan, making the buildings and people that use them safer through education and enforcement.</p>
Work Context	<p>Based at one of three locations across Surrey (Walton-On-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 Order. Educating businesses and Operational Teams ensuring shared understanding of risks. Working independently to manage your calendar, with support from your Station Commander to prioritise workloads.</p> <p>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 an Inspection Officer and conduct the necessary assessments. Establish and maintain effective working relationships with stakeholders to motivate and develop skills to improve performance. Carrying out Assurance of Inspections and Audits to maintain best practice and behavioural change for responsible persons</p> <p>You will be required to have qualifications or equivalent to Fire Safety Level 4 Diploma or at least working towards these qualifications to ensure the knowledge and training required.</p>
Line management responsibility if applicable	Responsible for line management of Auditors where in post, this includes Grey Book Crew Commanders and SCC Auditors.
Budget responsibility if applicable	N/A

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Service Delivery</p> <ul style="list-style-type: none"> • Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within specific parameters to support informed decision making. <p>Planning & Organising</p> <ul style="list-style-type: none"> • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery. <p>Finance/Resource Management</p> <ul style="list-style-type: none"> • May assist with budget/resource management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). <p>Work with others</p> <ul style="list-style-type: none"> • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. <p>People Management</p> <ul style="list-style-type: none"> • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>And/Or</p> <ul style="list-style-type: none"> • Operate as an individual responsible for the delivery of a high level/complex service. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Ability to work on own initiative, with solution focused problem solving skills. • Ability to manage a range of projects through to completion. • Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills (where appropriate).
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Level 4 Diploma in Fire Safety or equivalent or working towards APCIL or equivalent or working towards</p> <p>Knowledge of The Service's Public Safety Plan (PSP).</p> <ul style="list-style-type: none"> <input type="checkbox"/> People Management Policies and Procedures. <input type="checkbox"/> SFRS Performance Management Framework. <input type="checkbox"/> Health and Safety legislation
<p>Role Summary</p>	<p>Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.</p>

<p>Code of Ethics</p> 	<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>
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