



Protecting local
communities

ADVERT

INTER SERVICE TRANSFER

Job Title: Fire Safety Regulator
Hours: 42 hours per week
Salary: Watch Manager B - based on NJC national occupational pay rates
Location: Training & Administration Hub, Hartlepool

Cleveland Fire Brigade's protection department has a small dedicated and effective team which has performed consistently high. In 17/18 the Brigade undertook the most audits per 1000 industrial/commercial premises nationally. The team consists of a mixture of both Grey and Green book staff, with various levels of experience and knowledge who support each other to ensure the safety of our community.

Supporting our strategic goal of Safer Stronger Communities you will play a key role in the enforcement and promotion of the Regulatory Reform Fire Safety Order, enabling the Brigade to fulfil its statutory and legislative obligations.

This transfer opportunity is open to substantive fully competent Wholtime Watch Managers who are currently employed by a Local Authority UK Fire and Rescue Service.

The successful applicant must, as a minimum, hold a Level 3 Certificate in Fire Safety and be able to demonstrate a commitment to continued professional development in order to attain a Level 4 Diploma.

Experience of carrying out Fire Safety Inspections, applying and supporting the enforcement of legislation is essential as is the ability to problem solve effectively whilst remaining calm and focussed in often challenging situations.

For an informal chat about the role please feel free to contact Group Manager Joe Flounders on 07725 956564.

To request an application pack please email recruitment@clevelandfire.gov.uk or contact the Human Resources Department on 01429 874023.

Closing Date: 30 August 2019
Role Related Assessment: 19 September 2019
Interview: w/c 30 September 2019



Personal Role Profile

Role Title:	Fire Safety Regulator	Reporting To:	Legislative Enforcement Manager
Location:	Queens Meadow Complex	Role/Grade:	Watch Manager
Purpose of Role:	To enforce and promote the Regulatory Reform Fire Safety Order. To carry out further FE work to enable CFB to fulfil its statutory and legislative obligations.		

Key Responsibilities

1. Support the development and implementation of Strategies, Policies and Procedures relating to Business Fire Safety and Automatic Suppression Systems.
2. Undertake Statutory Consultations associated with Business Fire Safety, including consultation on complex building design submissions
3. Provide advice to Business and the Public in matters relating to Fire Safety in all types of premises, including dealing with complaints and concerns raised by partner agencies and District based staff, and to support the Fire Safety Auditors to carry out their role
4. Enforce the Provisions of the Regulatory Reform (Fire Safety) Order 2005, including drafting and serving of Notices, including Prohibitions, in consultation with the Fire Engineering Department Management Team
5. Support the management of the Brigade's Ops Intelligence gathering and monitoring process via the CFRMIS system
6. Support the delivery of the Brigade's Risk Based Inspection programme
7. Investigate the cause of fires in Business Premises, including carrying out Post Fire Analysis
8. Support the Brigade's approach to Fire Safety in premises covered by a Primary Authority Scheme
9. Participate in Brigade projects, both within the Fire Engineering Department and the wider Brigade Area, as directed by the Legislative Enforcement Manager
10. Maintain and demonstrate Competence in the Fire Safety aspects of the Role Profile, as directed by the Legislative Enforcement Manager, including attainment of a Level 4 Diploma in Fire Safety
11. Support and deliver Fire Engineering training and education of Fire Service personnel.
12. Attend Department Management Meetings, and provide timely and accurate performance information as required
13. Carry out any specific tasks allocated by the Legislative Enforcement Manager or Head of Fire Protection commensurate with the role.
14. Provide Operational Response and maintain operational competence, as directed by the Legislative Enforcement Manager

Corporate

1. Take reasonable care of own health and safety and co-operate with management, so far as is necessary, to enable compliance with health and safety policies and legislative requirements.
2. Promote equality and diversity including implementing and communicating the organisation's values and expectations.
3. Apply Best Value and continuous improvement principles into organisational functions and activities.

4. Ensure that self and directly managed staffs continually develop to improve organisational performance.
5. Attend external bodies, national committees or working groups as required.
6. Network with peers and central bodies to capture and learn from good practice.
7. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
8. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role.

Uniform

1. The person appointed to this post is required to wear the Brigade's 'Station Wear' uniform in line with the Brigade's Dress and Appearance Policy.

Role Map of National Occupational Standards	Nos	Modules
Identify and report hazards and risks associated with fire in simple premises	FS1	
Assess risks associated with fire in simple and complex premises and environments	FS2	
Ensure measures are in place to protect people from fire in simple and complex premises and environments	FS3	
Work in partnership to minimise risks to the community	FS4	
Review fire safety matters relating to existing or proposed construction	FS6	
Review fire protection systems in simple and complex premises and environments	FS7	
Review safety measures at locations that are regulated and or licensed	FS9	
Plan and gather evidence for the purpose of fire safety regulation in simple premises	FS10	
Prepare and present evidence in court and other formal proceedings in relation to fire safety matters	FS11	
Visit simple and complex premises and environments for the purposes of fire safety regulation	FS12	
Maintain Activities to Meet Requirements	WM2	
Manage information for action	WM3	
Take responsibility for effective performance	WM4	
Support the development of teams and individuals	WM5	
Investigate and report on events to inform future practice	WM6	
Lead and support people to resolve operational incidents	WM7	

Cleveland Fire Authority Vision Statement

Our Vision for 2018-2022 is that we have built a sustainable future and:

- Make a positive difference to the safety and quality of life of every local citizen; and the places where they live and work
- Deliver services by people who are professional, proud and passionate
- Are nationally recognised as being high performing and innovative; and internationally renowned for being able to reduce risk in business, industry and the home

Cleveland Fire Brigade Values			
<p>Protect – putting safety first; protecting ourselves, the community, the organisation and the environment from all avoidable harm.</p> <p>Respect – respecting ourselves; our colleagues; our community; our heritage; our property; our organisation and our environment.</p> <p>Innovation – improving performance through learning from our own and others experiences and innovative business solutions.</p> <p>Doing the Right Thing – Being Professional – making decisions and undertaking our work in the most efficient and effective way.</p> <p>Engagement with Others – understanding and working with our colleagues, partners and communities to provide the best delivery of services.</p>			
Strategic Priorities			
<ul style="list-style-type: none"> • Safer, Stronger Communities • A Proud, Passionate, Professional and Inclusive Workforce • Efficient Use of Resources 			
Personal Qualities and Attributes (PQAs)			
<p>Commitment to Diversity and Integrity Promotes and manages diversity and demonstrates a fair and ethical approach in all situations</p> <p>Openness to Change Proactively supports change, seeking opportunities to promote improved organisational effectiveness</p> <p>Confidence and Resilience Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations</p> <p>Working with others Leads, involves and motivates others both within the Fire & Rescue Service and in the community</p> <p>Effective communication Communicates effectively, both orally and in writing</p> <p>Commitment to Development Committed and able to develop self, individuals and teams to improve organisational effectiveness</p> <p>Problem Solving Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements</p> <p>Situational Awareness Maintains an active awareness of the environment to promote safe and effective working</p> <p>Commitment to Excellence Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements</p> <p>Planning and implementing Creates and implements effective plans to deliver a range of organisational objectives</p>			
Signatures			
Approved by: Line Manager		Date:	
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

CLEVELAND FIRE BRIGADE

PERSONAL SPECIFICATION – FIRE SAFETY REGULATOR

	Essential	How Measured	Desirable	How Measured
Qualifications/ Attainments	<ul style="list-style-type: none"> • Excellent numeracy & literacy skills • Committed to continued professional development • Driving licence or access to a support driver • L3 Fire Safety Certificate 	<ul style="list-style-type: none"> • Certificates, Assessment; 	<ul style="list-style-type: none"> • Hold or working towards a degree in a fire engineering discipline • L5 Diploma Fire Engineering Design • L4 Diploma Fire safety • L4 Certificate Fire Safety • Previous attendance at the Fire Service College on fire safety related modules 	<ul style="list-style-type: none"> • Application Form, Certificates;
Experience and Knowledge	<ul style="list-style-type: none"> • Experience of carrying out Fire Safety Inspections, applying and supporting the enforcement of Legislation • Knowledge of relevant Fire Safety and associated Safety Legislation • Experience of maintaining records and handling sensitive and confidential information • Knowledge of Risk Assessment / Health & Safety Procedures and determination of solutions to hazards and risks 	<ul style="list-style-type: none"> • Application Form, Interview, References; Certificates; 	<ul style="list-style-type: none"> • Experience of responding to Building Regulations Consultations • Experience of carrying out joint inspections with other Agencies • Attending, chairing meetings 	<ul style="list-style-type: none"> • Application Form, Interview, References;
Skills and Competence	<ul style="list-style-type: none"> • Competent Wholetime Watch Manager within another Local Authority UK Fire and Rescue Service 	<ul style="list-style-type: none"> • Application Form, Interview, Assessment; 	<ul style="list-style-type: none"> • Knowledge of Building Information Management (BIM) systems • Knowledge relating to proposed changes to the regulatory framework (linked to Hackitt 	<ul style="list-style-type: none"> • Application, Interview

	<ul style="list-style-type: none"> • PC literate, familiar with IT packages particularly word, excel and powerpoint and able to work with various software • Organisational skills, including ability to work with competing demands, plan and task management skills to manage workload effectively to meet organisation priorities and deadlines • Excellent interpersonal skills, including the ability to challenge and accept challenge from both internal and external stakeholders in an appropriate manner, within a legislative framework • Problem solving skills, including the ability to gather and evaluate information from various sources and determine potential solutions • Ability to communicate complex information to various agencies in person and in writing • Ability to interpret plans and section drawings 		report)	
Personal Qualities	<ul style="list-style-type: none"> • Tactfully deal with sensitive situations • Self-motivated • Able to work in a team or individually 	<ul style="list-style-type: none"> • Interview; Assessment 		

	<ul style="list-style-type: none"> • Able to display resilience and enforce legislation • Continually project a positive image of the organisation in appearance, attitude, manner and bearing • Ability to remain calm and focussed in challenging / threatening environments • Commitment to development and excellence • Ability to problem solve utilising available information to advise on potential solutions 			
Other Requirements	<ul style="list-style-type: none"> • Commitment to Equality and Diversity • Commitment to Health & Safety. • Meet the Fire & Rescue Services medical standards for eyesight, colour vision, hearing, lung function and general fitness • Prepared to work in a variety of uncomfortable environments e.g. outside, non-domestic buildings, lofts • Prepared to work unsociable hours e.g. evenings or weekends 	<ul style="list-style-type: none"> • Application, Interview; 		

Inter Service Transfer Operational Role Related Assessment

You will be required to undertake an Operational Watch Manager Role Related Assessment which is aligned to the practical and technical knowledge criteria aligned to unit **WM7 “Lead and support people to resolve operational incidents”**

Your assessment will consist of two parts:

1. Practical – ICT simulated scenario
2. Knowledge – structured interview

Practical Assessment:

You will be assessed by two assessors. The scenario will use ICT platform for visuals of an incident. You will be handed ‘turnout instructions’ and be mobilised to the incident where it is expected that you will be the Incident Commander.

This assessment is aimed at assessing your ability to deal with an operational incident, and how you apply your knowledge, understanding and skills relating to incident command and control specifically:

- Assess quickly an operational situation
- Determine an effective tactical plan
- Communicate the details of the plan to the crew
- Monitor the execution of the plan and modify it if necessary
- Liaise with representatives of other services/agencies (as appropriate) and ensure the correct transmission of all communications relating to the nature of the incident and its development
- Brief any oncoming Flexi Officer following arrival at incident (as appropriate)

You will be required to take charge of that incident, lead and command the work of the crew, and initiate actions as you deem to be required.

The scenario may use “role players”. You will be allowed to ask the “role player” questions however their response will be limited to the information provided on their brief.

The assessment will be actioned, as required in “real time” i.e. should you request assistance from a specialist/appliance then appropriate timings will be used.

The Assessor will inform you when the scenario is concluded.

Please note that this may NOT be when the “incident” would have come to a natural conclusion

The Assessor will then ask you to carry out a debrief of the incident and the actions you have taken. During this time, the Assessor may ask questions which is to confirm your knowledge and understanding, how you might apply your knowledge in different situations, any criteria which may not have been observed, as well as assessing your communication skills.

Knowledge Assessment:

This will be in the form of an interview and conducted by two assessors; one asking questions and the other taking notes of your responses.

The questions will be taken from the following documentation:

Fire and Rescue Services Act 2004

Civil Contingencies Act 2004

National Operational Guidance: Incident Command

National Operational Guidance: Foundation for Incident Command

National Operational Guidance: Foundation for Breathing Apparatus

Note: The answers will be taken from these generic documents and not any service specific procedures or protocols.