



Protecting local  
communities

## VACANCY

**Job Title:** Home Safety Officer  
**Hours:** 37 hours per week  
**Salary:** £19,554 - £21,166 (starting salary £19,554)  
**Location:** Stockton Community Fire Station, South Road, Norton, Stockton, TS20 2SU

Cleveland Fire Brigade is looking for an enthusiastic, motivated individual to join us as a Home Safety Officer who will assist in the delivery of the Brigade's Domestic Fire Safety Prevention Strategy to improve Community Safety across the Cleveland wide area.

Working as a member of the Community Hub team you will play a key part in carrying out home fire safety visits, delivering fire safety presentations and assisting in the delivery of community safety initiatives.

The successful candidate will have experience of working with, or providing services to, the community, experience of working with external stakeholders and must be able to demonstrate excellent interpersonal skills. In addition candidates will be required to undertake an Enhanced DBS Check.

This role is based at our Stockton Hub at Stockton Community Fire Station, but will also include travel to different locations within the Cleveland Fire Brigade community.

To apply please complete an application form and email your completed form to [recruitment@clevelandfire.gov.uk](mailto:recruitment@clevelandfire.gov.uk). For any queries please contact the Human Resources Department on 01429 874019.

**Closing Date:** 16 August 2020  
**Notification from shortlisting:** w/c 17 August 2020  
**Assessment Date:** 28 August 2020  
**Interview:** 4 September 2020

**Applicants who have not been contacted by 21 August 2020 should assume they have been unsuccessful.**



Protecting local communities

## Job Description and Person Specification

# Home Safety Officer: Grade D

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## Job Description

Role Title	<b>Home Safety Officer</b>	Reporting to	<b>Hub Manager</b>
Location	<b>Stockton Hub</b>	Role/Grade	<b>Grade D</b>

### **Purpose of the Job**

To assist in the delivery of the Brigades Domestic Fire Safety (Prevention) Strategy, enabling the Fire Authority to meet its statutory duties and to improve Community Safety across the Cleveland wide area.

### **Key Duties and Responsibilities**

#### **Corporate**

- 1.1 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing
- 1.2 To ensure individual continuous development to improve personal and organisational performance
- 1.4 To ensure compliance with the Data Protection Regulations
- 1.5 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
- 1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

#### **Functional**

- 2.1 Assist in the delivery of the Brigades Domestic Fire Safety (Prevention) Strategy
- 2.2 Carry out home fire safety visits (HFSVs) as required
- 2.3 Maintain an understanding of safeguarding issues and make referrals as appropriate as part of the Brigade's vulnerable person's process
- 2.4 Maintain an appropriate knowledge of fire and health issues as required to deliver home fire safety visits

- 2.5 Provision of support to station personnel to ensure delivery of HFSVs and other related initiatives.
- 2.6 Complete administration required following delivery of home fire safety visits
- 2.7 Deliver fire safety presentations in support of the home fire safety visit initiative
- 2.8 Assist with implementation of the HFSV quality assurance system
- 2.9 Assist in the delivery of other community safety initiatives as required
- 2.10 Support and promote equality and diversity, respect and dignity for all staff and members of our Local communities in line with Brigade policy
- 2.11 Carry out all duties as detailed in the Brigade's Health & Safety Policy

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

### **Role Map**

In addition to the general qualities required, the post holder is subject to some aspect of the Fire and Rescue Service Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

- FF1 - Inform and educate your community to improve awareness of Safety
- FF2 - Take responsibility for effective performance
- FF7 - Support the development of colleagues in the workplace
- FF8 – Support and Contribute to safety solutions to minimise risks to your community
- FSB9 - Work in partnership to minimise risks to the community Support the
- WM2 - Maintain activities to meet requirements
- WM3 - Manage information for action
- WM9 - Support the efficient use of resources

### **Values and Behaviours**

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

### **Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the 'Blue Work Wear Uniform' as set out in the Brigade's Dress and Appearance Policy.

## Person Specification

Category	Criteria	Measure
<b>Qualifications and Competences</b>	<ul style="list-style-type: none"> <li>• Excellent Numeracy and Literacy Skills (E)</li> <li>• Driving Licence or access to a support driver (E)</li> <li>• Good academic background up to “A” level standard or evidence of continued professional development (D)</li> </ul>	AF,I,C AF, C AP,C
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working with or providing services to the community (E)</li> <li>• Experiencing supporting a team (E)</li> <li>• Experience of working with external stakeholder and taking the lead on implementing agreed action (E)</li> <li>• Awareness of brigade aims and objectives (D)</li> <li>• Knowledge of community safety strategies / initiatives (D)</li> <li>• Experience of planning and participating in meetings (D)</li> </ul>	AF,I AF,I AF,I  I AF,I AF,I
<b>Skills and competence</b>	<p>Competence in the use of IT tools including word, excel and PowerPoint (E)</p> <p>Ability to communicate effectively both verbally and in writing with internal and external customers (E)</p> <p>Ability to support colleagues (E)</p>	AF,I  AC,I AF,I
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work closely with a team and independently (E)</li> <li>• Professional and confident attitude(E)</li> <li>• Flexibility specifically in relation to working hours (E)</li> <li>• Enthusiastic and self motivated (E)</li> <li>• Ability to complete work under pressure(E)</li> <li>• Commitment to diversity and integrity (E)</li> </ul>	AF,I AF,I AF,I AF,I AF,I AF,I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to Equality and Diversity (E)</li> <li>• Commitment to Health and Safety (E)</li> </ul>	AF,I AF,I

**Key Criteria – see next page**

E = Essential  
D = Desirable  
AF = Application Form  
AC = Assessment Centre  
I = Interview  
R = References  
C = Certificate