

**TITLE OF POST: TIER 2 FIRE INVESTIGATOR TECHNICAL MANAGER AND ARSON LIAISON OFFICER**

**GRADE: POE £32,910 to £35,745**

**RESPONSIBLE TO: GROUP MANAGER (B) HEAD OF FIRE SAFETY**

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**MAIN PURPOSE OF JOB:**

The Tier 2 Fire Investigation Technical Manager and Arson Liaison Officer is responsible for implementing, providing senior support and management of the Service's Fire Safety business to support the vision and delivery of Creating the Safest Community.

Under the guidance of the Group Manager (B) Head of Fire Safety, you will support our strategic goals by managing and delivering the Fire Investigation and Arson Reduction agenda, through achieving departmental objectives as well as managing efficiencies and quality service at all times.

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**1 MANAGEMENT DUTIES (GENERAL POLICY)**

- 1.1 To promote the Service Vision, 'Creating the Safest Community'.
- 1.2 To efficiently manage the delivery of departmental activities within the Service.
- 1.3 Manage the implementation of the Authority's strategic and Integrated Risk Management Plans within your department.
- 1.4 To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
- 1.5 Deliver the development, management and evaluation of strategic organisational projects and activities relative to the work of the HR department by applying appropriate management strategies.
- 1.6 Contribute to the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
- 1.7 Support the Head of Fire Safety on the preparation, monitoring and review of revenue and capital budgets as appropriate.
- 1.8 Continuously review working practices to identify and manage change programmes to promote continuous improvement.
- 1.9 Manage appropriate and robust quality and assurance systems within the department.
- 1.10 Manage and maintain positive and effective liaison links with appropriate organisations and partners as required.

- 1.11 Support and prepare quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
- 1.12 Contribute and deliver the implementation of sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
- 1.13 Manage the performance of our people through transparent, structured Personal Development Plans. Driving performance through objective setting, timely reviews and where required structured development plans.
- 1.14 Ensure complete compliance with current Data Protection Legislation through the management of your department.
- 1.15 Undertake any other duties as directed

## **2 ROLE SPECIFIC DUTIES**

- 2.1 To be accountable for, and undertake the duties of Fire Investigation.
- 2.2 Liaise with other Service Fire Investigators, the Police and other agencies on Fire Investigation matters.
- 2.3 To identify trends in deliberate fires and advise on appropriate strategies and interventions to reduce the number of incidents in line with Station Plans.
- 2.4 To conduct fire investigations, produce reports and attend court in support of Fire Service and Police duties.
- 2.5 To deliver information, training and assistance to Fire Service and external organisations.
- 2.6 To attend meetings, conferences, seminars and workshops as required by the service.
- 2.7 To audit Fire Investigation resources and initiatives to ensure efficiency and Best Value.
- 2.8 To compile and maintain a policy document, service level agreements or memorandums of understanding, pertaining to all initiatives, duties and undertakings in relation to Fire Investigation including .
- 2.9 To advise senior officers of all situations where it is believed that the Fire Authority's standards or targets in respect of Fire Investigation will not be satisfied.
- 2.10 To undertake tasks in relation to performance analysis as detailed in service policy.
- 2.11 To take effective action to remedy any problems identified or brought to their attention. If action beyond their control or competence is required, to ensure that the matter is promptly brought to the attention of a senior officer.
- 2.12 To be the fire investigation technical lead for the TWFRS Fire Investigation team (Police Act 1996 s. 22A and the Policing and Crime Act 2017 ss. 1 & 2 collaboration with Northumbria Police).

- 2.13 Advise the Police Force Forensic Unit (in collaboration with Northumbria Police) and stakeholders when technical advice is sought.
- 2.14 Responsible for the development and maintenance of Technical Standard Operating Procedures within the Forensic Unit (in collaboration with Northumbria Police)
- 2.15 Contributes to the Northumbria Police Force Quality Manual and Quality Management Systems.

### **3 HEALTH AND SAFETY (GENERAL POLICY)**

- 3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees within your department:-
- 3.2 Take reasonable care for their own health and safety.
- 3.3 Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
- 3.4 Work with machinery, equipment and substances in accordance with information and training provided.
- 3.5 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
- 3.6 Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- 3.7 Conduct line management responsibilities in relation to Section 2.1 of the Service's Health, Safety and Welfare Manual.

### **4 EQUALITY AND DIVERSITY (GENERAL POLICY)**

- 4.1 To be responsible for managing equality and diversity policies through engagement and a positive attitude to secure continuous improvement in organisational culture.
- 4.2 To ensure your department have an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service's core values.
- 4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
- 4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

### **5 SAFEGUARDING**

- 5.1 To ensure your department promote the application of the Authority's Safeguarding Policies.

## **6 ENVIRONMENT STRATEGY**

- 6.1 To ensure your department demonstrate an understanding and commitment to the Service's Environment Strategy, in relation to the environment and carbon reduction policies.