

TYNE AND WEAR FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

PRIMARY AUTHORITY OFFICER – FIRE SAFETY

CATEGORY	CRITERIA	MEASURE
EDUCATION/ QUALIFICATIONS	Fire Safety Level 3/4 Certificate	AF/C
	Fire Safety Level 4 Certificate/Diploma	AF/C
	IOSH/NEBOSH General or Fire Certificate	AF/C
WORK EXPERIENCE	Experience of delivering Primary Authority	AF/I
	Carrying out Fire Safety Inspections, applying and supporting the enforcement of Legislation	AF/I
	Maintenance of records and handling sensitive and confidential information	AF/I
	Responding to Building Regulations Consultations, or planning and design of simple and complex structures	AC/I
	Carrying out joint inspections and liaison with Agencies and Regulators	AC/I
	Meet and be able to demonstrate the core Competencies for Fire Safety Regulators	AF/I
	Planning, attending and chairing meetings	AF/AC/I
SKILLS/ KNOWLEDGE/ APTITUDE	PC literate, familiar with IT packages and able to work with various software	AC
	Well-developed interpersonal, analytical and problem solving skills	AC/I
	Ability to manage income generation under the Primary Authority cost recovery scheme including budget requirements and invoicing	AF/I
	A comprehensive knowledge, and understanding of:	AF/I
	<ul style="list-style-type: none"> • Legislative fire safety and implementation strategies at local, regional and national level 	AF/I
	<ul style="list-style-type: none"> • The wider developments and issues effecting Fire Safety 	AF/I
	<ul style="list-style-type: none"> • Fire Service policies and procedures 	AF/I
	<ul style="list-style-type: none"> • The strategic objectives of the Authority 	AF/I
<ul style="list-style-type: none"> • Workforce Development in the fire safety context • Quality assurance management and systems 	AF/I	

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	<ul style="list-style-type: none"> • Prioritising workloads of teams and individuals • Liaise with a wide variety of personnel and the Community • Provide a mentoring and counselling role to junior staff • Must be flexible and able to work in different environments • Primary Authority scheme management and delivery 	AF/I AF/AC/I AF/AC/I AF/I AF/I
OTHER	<p>Must be able to work to a flexible working scheme, which may include some weekends/evenings.</p> <p>Ability to display a strong commitment to:</p> <ul style="list-style-type: none"> • Understanding the needs of the Community and developing good contacts, as appropriate <p>Current driving licence or access to a means of mobility support.</p>	AF/I AF/I C

MEASURE CODE

AF	-	Application form
AC	-	Assessment centre
I	-	Interview
C	-	Certificates