

Job Description

# **Job Title:**

# Full Time Fire Safety Inspector (Watch Manager A or B)

# **Responsible To:**

Station Manager / Fire Safety Manager

# **Responsible For:**

None

# **Grade:**

Grey Book Watch Manager A or B (depending on current role)

Watch Manager B roles are aligned with attaining registration on the Contextualised Auditors Register inline with Service need.

# **Hours:**

42 Hrs per week

Day Duty System

# **Location:**

Various

# **Other terms and conditions:**

* National Joint Council for Local Authorities Fire Brigades (Grey Book).
* A Flexi Time Scheme is in operation
* Ad Hoc Car User
* Provisions for recall to duty

# **Special Requirements**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service as detailed in the terms and conditions of the post.
* It is a requirement of the post that the post holder will be able to attend evening and weekend meetings/events/audits and be recalled to duty for urgent events as required by the exigencies of the Service via the recall to duty database.
* It is essential that Fire Safety Inspectors hold or achieve the Level 4 Fire Safety Diploma.

# **Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s 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 difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2022/04/Community-Risk-Management-Plan_2022-27-FINAL-VERSION-13-April-22-amends-page-15.pdf).

**Job Role**

The role of the Watch Manager is to demonstrate LFRS values and the leadership behaviours as detailed in the LFRS leadership framework.

Additionally the Watch Managers have the following additional areas of responsibility.

**Fire Safety Inspector:** TheFire Safety Inspector is based at one of four functional hubs and is responsible for the functional resources within that Service Delivery area on behalf of the Service Development Department.

The department operates as a central department providing a wide range of support functions for Fire Safety Enforcement, Business Safety, Community Fire Safety and other related activities e.g. arson reduction and fire investigation. To contribute to the development, implementation and review of corporate policy and procedures regarding protection activity across the Service. The Fire Safety Inspector is required to maintain operational awareness.

# **Responsibilities**

* To display leadership in creating an inclusive culture within the spirit of the vision, values and objectives of Lancashire Fire and Rescue Service.
* Demonstrative the behaviours as detailed in the STRIVE values and in the Leadership Framework.
* Consistently display excellent positive workplace behaviours towards colleagues and members of the public.
* Maintain skills, knowledge and relevant competencies relating to the job role.
* Effectively utilise information technology and systems relating to the job role.
* To be responsible for ensuring proper management of resources in accordance with the Authority’s standing orders.
* Demonstrate a commitment to personal development, maintaining fitness levels relevant to the role and actively participate in the appraisal process.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* Promote the principles of equality and diversity, a positive working environment, behaviours which embrace equality and diversity and comply with LFRS Equal Opportunities Policy at all times.
* Observe all rules governing health and safety and use safety equipment where it is provided and ensure effective management of all health and safety issues.
* Support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be required to undertake operational duties in order to assist and maintain operational response.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time and providing the post holder meets the essential requirements of the recruitment process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

**Fire Safety Inspector (WMA):**

* Develop, manage, promote and undertake fire safety activities, in line with the LFRS Community Risk Management Plan, the Fire Protection and Business Safety Strategy, Department and District Plans.
* Deliver core objectives of departmental strategies and key performance documents.
* To provide support to individuals and the team in meeting the requirements of their roles and agree individual, team, local and corporate objectives.
* Prepare and deliver reports or presentations for, or on behalf of line managers.
* Deliver and support local and national fire safety campaigns and initiatives in conjunction with other internal departments/stations and external partners to fulfil the aims of LFRS Fire safety strategy.
* Inspect premises in accordance with Service policy to enforce relevant fire safety legislation provide fire safety advice and guidance and determine solutions to hazards and risks identified through inspection and investigation.
* Provide advice on self-determined fire risk assessments and evaluating fire safety design submissions to achieve compliance with relevant fire safety legislation.
* Maintain an up-to-date knowledge with legislation linked to the role and apply this knowledge and practise within day to day duties of the job role.
* Provide appropriate advice and guidance on request and through inspection on:
	+ Fire safety in premises
	+ Fire safety in locations using hazardous materials.
	+ Issues relating to fire protection systems.
	+ Issues relating to building construction, refurbishments, materials and demolition.
* Liaise and consult with building control bodies, local authorities and other regulatory agencies in accordance with Service policy and procedures.
* Monitor the progress of new or refurbished premises for compliance with requirements/recommendations made under relevant fire safety legislation.
* Take enforcement action in line with Service policy and procedures, through the investigation of offences, cautioning and interviewing of witnesses, taking and preparing statements, the collecting of evidence and the preparation of case files.
* Provide and processing risk information gained from inspections in support of the Service’s Integrated Risk Management Plan.
* Be responsible for the management and control of own workloads, organising inspections and maintaining records and files.
* Be responsible for updating, retrieving and actioning electronic information from fire safety management information systems.
* Be responsible for the preparation of fire safety reports, letters, enforcement notices and plans in accordance with Service fire safety policy and procedures.
* Develop partnership work (including through temporary secondment) with other groups and organisations as directed.
* Provide instruction to others within the workplace and on training courses in work related subjects if required.
* Through the department’s objectives and performance standards, support appropriate development of team members.
* To undertake any relevant training and qualifications the service deems relevant to role.

Drug and Alcohol Use

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.

Secondary Employment

LFRS operates a secondary employment policy. Given LFRS’ status as a regulator, Fire Safety activities may give rise to conflicts of interest with potential financial, legal and professional ramifications/liabilities for both individual and organisation. To ensure such conflicts of interest are avoided, applications for secondary employment in a fire risk assessment or fire safety training role will not be approved.

# **Employee Specification**Please note all criteria are essential unless otherwise stated.

# **Qualifications**

**Internal Candidates**

* Competent Crew Manager or Watch Manager
* GCSE in Maths and English Language A-C or a Level 2 qualification in Numeracy and Literacy or equivalent, or reach the required standards in online assessments

**External Candidates**

* Competent Crew Manager or Watch Manager\*
* Substantive Crew or Watch Managers must evidence a current Incident Command licence.
* GCSE in Maths and English Language A-C or a Level 2 qualification in Numeracy and Literacy or equivalent, or reach the required standards in online assessments
* The role of Fire Safety Inspector is open to individuals that have a minimum Level 4 Diploma in Fire Safety or equivalent fire safety related qualification or significant experience working as a regulator.

\*Further to successful appointment within Fire Safety and wanting to transfer into an operational role, Watch and Crew Managers are required to complete two years in current role (within Fire Safety) and apply via the Services Supervisory Manager Talent Gateway process which includes successfully completing the operational assessment ‘Safe to Command/ICL1’ and a Fit to Ride process. Alternatively, they can revert to operations in their substantive rank.

# **Experience**

* Substantive experience in the role of an operational firefighter dealing with a range of emergency incidents.
* Experience of using ICT systems.
* Experience of dealing with members of the public.

# **Knowledge, Skills, and Abilities**

* Ability to maintain a calm, patient and constructive attitude despite setbacks, challenges, or in distressing situations.
* Ability to adopt a conscientious approach and complete work within agreed timescales.
* Good ICT skills.
* Ability to determine solutions to hazards and risks identified through inspection and investigation.
* An ability to develop a knowledge of the principles of building construction, of Fire Safety Legislation, Business Support strategies and Primary Authority Schemes and to undertake audits in accordance with the Competency Framework for Regulators and LFRS’ Performance Management Framework.
* Ability to communicate effectively, both verbally, in writing and in a safety critical environment.
* Ability to deliver presentations where the role requires it.
* Ability to build productive relationships, with colleagues and internal and external stakeholders.
* Ability to work as part of a team and as a lone worker.
* Self-motivated and the ability to motivate others to achieve shared goals.
* Ability to work unsupervised, independently and work on own initiative.
* Ability to be flexible in developing solutions and improvements.
* Able and willing to take ownership and give direction to others.
* Ability to make effective, often difficult decisions affecting colleagues and others, having considered level of risks, feedback and service policy.
* Analytical and problem solving skills with the ability to think creatively when seeking ways to resolve a situation.
* An ability to self-reflect, give, receive constructive and developmental feedback, and be open to challenge.
* The ability to recognise and challenge inappropriate behaviour.
* An ability to promote and support change and motivate others to participate in that change.
* The ability to apply a knowledge of safeguarding.
* The ability to apply knowledge of health and safety as it is applicable to the job role, including the completion of appropriate risk assessments.
* A commitment to inclusion, equality, and diversity.
* The ability to demonstrate respect and sensitivity towards colleagues and the community, irrespective of beliefs and cultures.
* Demonstrate a commitment to Continuing Professional Development, and proactively support others’ development.
* Maintain operational awareness.

# **Special Requirements of the Post**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service as detailed in the terms and conditions of the post.
* It is a requirement of the post that the post holder will be able and be prepared to attend evening and weekend meetings/events/audits and be recalled to duty for urgent events as required by the exigencies of the Service.
* It is essential that Fire Safety Inspectors achieve the Level 4 Diploma in Fire Safety.

# **Terms and Conditions**

# **Job Title:**

Fire Safety Inspector – Watch Manager A or B

# **Responsible To:**

Station Manager / Fire Safety Manager

# **Grade:**

Grey Book Watch Manager A or B rate of pay as appropriate

# **Hours:**

42 hrs per week

Day Duty

Flexitime

# **Location:**

Various – at needs of the Service

# **Car Parking:**

Free Car Parking Facilities are available at all Lancashire Fire and Rescue Service sites.

# **Pension:**

Local Government Pension Scheme

# **Annual Leave Entitlement:**

Under 5 years’ service:

28 days

Over 5 years’ service:

31 days total including:

28 annual leave

3 LSA

# **Other Terms and Conditions:**

* National Joint Council for Local Authorities Fire Brigades.
* Lancashire Fire and Rescue Service operates a flexi-time scheme.
* Ad Hoc Car User
* Provisions for recall to duty

# **Car Categorisation**

Ad Hoc Car User

Current Category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.

It is also a requirement that you provide, at your own expense, a suitable vehicle for use when required on official business journeys.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “Lancashire Fire and Rescue Service Ad Hoc Car User Scheme”.

The vehicle provided must be fit for purpose and meet the following requirements:

* Valid MOT test certificate.
* Maintained in accordance with the manufacturer’s recommendations, kept in good condition and be always fully road legal.
* Insured for you to drive on official business journeys.
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business.

# **Clearances:**

* Satisfactory references
* Occupational Health Assessment
* Standard DBS Check

It is unacceptance for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.