



THE ROLE

Fire Safety Manager – High Rise Task Force

Department:	Protection
Role Code:	
Grade/Role:	Watch Manager
Responsible to:	Station Manager – High Rise Task Force
Responsible for:	Fire Safety Officers – High Rise Task Force
Date Revised:	September 2023

Job Purpose:

To protect and save life, property and the environment by co-ordinating and managing Protection workloads and activities within the area. Acting as a point of contact between colleagues across the Service, Regulatory Authorities, Organisations and the Public. Delivering the Essex County Fire & Rescue Service (ECFRS) strategic aims and objectives related to Protection activity to support Protection obligations.

Main Duties and Responsibilities:

1. To carry out fire safety audits in accordance with Essex County Fire and Rescue Service's (ECFRS's) Risk Based Inspection Programme (RBIP).
2. To manage and oversee work assigned by the Building Safety Regulator, through the Regional Project Manager, in line with the MoU between ECFRS and the BSR.
3. To ensure effective communications within the department and area. To give technical advice on fire protection matters to statutory bodies, planners, architects, other building professionals and members of the public.
4. To effectively manage all area fire safety workloads, monitor and report back as required on completed work.
5. To carry out statutory consultations on a wide range of premises ranging from low to high complexity.
6. To promote fire safety in the business community; to carry out, when required, the appropriate level of enforcement under the Regulatory Reform (fire safety) Order.

Role Profile

7. To carry out Fire Protection training and education to Fire Service, members of the public, and other colleagues as required. This includes to operational personnel on the firefighting facilities within high rise residential buildings.
8. To actively engage and support other Fire Service colleagues and other agencies in the promotion of fire safety. To promote, establish and maintain productive working relationships with colleagues and contacts external to the Fire Service.
9. To attend external meetings, when necessary, as a representative of the Service.
10. Undertake all people management activities, including absence management, managing conduct, conflict resolution, conducting appraisals etc., completing all Manager Self Service processes as required.
11. Provide leadership, management and development to support team members to perform their roles competently and achieve team objectives or targets.
12. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
13. Maintain operational competence including incident command verification appropriate to role.
14. To attend courts of law and other enforcement bodies as a representative of the Service.
15. To assist in the investigation and gathering of evidence for offences contrary to legislation and to give evidence as a technical witness in a court of law.
16. To assist administration, performance management and statistics sections of the Service in the collection, production, and monitoring of performance data.