



THE ROLE

Fire Safety Officer – High Rise Task Force

Department:	Protection
Role Code:	
Grade/Role:	Grade 7
Responsible to:	Fire Safety Manager – High Rise Task Force
Responsible for:	No line management responsibility
Date Revised:	February 2023

Job Purpose:

To protect and save life, property and the environment through the provision of appropriate and timely fire safety advice; and to serve the community by providing fire safety solutions, identified through fire risk assessment; delivering the Essex County Fire & Rescue strategic aims and objectives related to Protection, fire safety, and to support the Service's Protection and fire safety obligations.

Main Duties and Responsibilities:

1. Greater depth of specific knowledge of passive and active fire safety systems in purpose-built blocks of flats, care homes and hospitals during design, construction and occupation.
2. Ability to work in multi-disciplined teams with other agency staff, such as HSE Inspectors, Building Control Surveyors, structural engineers and Housing/Environmental Health Officers, Building Safety Regulators etc.
3. Ability to assess 'Building Regs' submissions for Gateway 2 projects involving code compliant designs (e.g. ADB, BS9991) and to identify designs that require assessment by a fire engineer. This work is likely to be managed differently from other building regs consultation work.
4. Inspecting sites during construction to advise on fire safety matters as part of the Gateway Process.
5. Inspecting sites on completion of construction work to advise on satisfactory installation and commissioning of fire related systems (Gateway 3 work).
6. Inspecting existing occupied buildings to advise on fire safety matters within the safety case regime.

7. To give expert technical advice on fire protection matters to statutory bodies, planners, architects, other building professionals and members of the public as the first point of contact.
8. To draft statutory Enforcement Notices, Prohibition Notices and letters to be checked by the line manager prior to them being served or sent for the purpose of enforcing fire safety legislation.
9. To attend premises for the purpose of serving Prohibition Notices, where there is imminent risk of injury or death from fire, thereby reducing the risk to members of the public and firefighters. It is also necessary to explain the reason for the notice, its extent, the remedial actions required, the right of appeal and the penalty for failing to comply with the notice.
10. To conduct investigations and gather evidence of offences using expert knowledge, make contemporaneous notes, make witness statements and to give evidence where necessary as a professional witness in a criminal court. This includes attending other enforcement bodies hearings as a representative of the Fire Authority and giving evidence as appropriate.
11. To provide appropriate data and information to existing administration, performance management and statistics sections of the Service in the collection, production and monitoring of performance data.
12. To attend training courses in order to complete the required BTEC Level 4 Diploma in Fire Safety or equivalent and to maintain competence in Fire Safety through attendance at continual professional development events and seminars.
13. 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.

THE PERSON

Fire Safety Officer – High Rise Task Force

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Registered with or working towards registration on the Contextualised Auditors Register.	D	Application
Level 3 standard of education (e.g. A-Level) or equivalent experience, demonstrating a high level of numeracy and literacy.	E	Application
Full driving licence	E	Application
Level 4 BTEC Diploma in Fire Safety (or in final stages of completing this qualification at time of applying)	E	Application
Knowledge & Experience		
Experience of analysing and interpreting information to develop solutions and solve problems	E	Assessment process
Understanding of building design and construction principles and applications, including application of fire engineering techniques	D	Assessment process
Understanding of how to control environmental risks, and hazards and risks relating to buildings and structures	D	Assessment process
Knowledge of the broader activities of Essex County Fire and Rescue Service and working with Trade Unions	D	Assessment process
Skills & Abilities		
Demonstrable ability to interpret, apply and enforce complex technical, legislative standards; ability to interpret and implement policies and procedures.	E	Assessment process
Excellent written and verbal communication skills	E	Assessment process
Able to comprehend, evaluate and present data.	E	Assessment process
Confident in using ICT systems such as Word, Excel, Outlook, PowerPoint, Database & Visio (and demonstrable ability to learn and use internal software packages)	E	Assessment process
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	Assessment process
Excellent interpersonal skills, communicates professionally and develops constructive working relationships.	E	Assessment process
Excellent time management and planning and organisation skills.	E	Assessment process
Able to support changes in service provision in a positive and constructive manner.	E	Assessment process
Able to work on own initiative without constant supervision.	E	Assessment process

Proficient at assessing problems and determining the most appropriate action.	E	Assessment process
Able to understand and apply information from building plans and architectural drawings	D	Assessment process
Other		
The ability to travel around the region and / or county may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Assessment process
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Assessment process