**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Home and Community Safety Advisor |
| Salary: | £33,366 - £36,124 |
| Grade: | Grade 9 |
| Hours: | *37 per week. We are open to discussions about flexible working*. |
| Team: | Home and Community Safety Team |
| Service Area: | Oxfordshire Fire and Rescue |
| Primary Location: | Field workers – Administration base is Fire Service HQ, Kidlington, this role is a blend of working in the community and either from home or office for administration and training. |
| Budget responsibility: | Nil |
| Responsible to: | Home and Community Safety Co-ordinator/Safeguarding Lead or Road Safety Officer (dependent on core responsibilities) |
| Responsible for: | NA |
| Political Restricted Post: | NA |

## Job Purpose

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| You will undertake Safe and Well Visit to residents in their homes. This will include all age groups and those with vulnerabilities.  You will be expected to manage your own time, caseloads, and tasks.  The aim of the safe and well visit is to reduce the risk of fire in the home. Supporting and advising people in terms of well-being and lifestyle that can contribute to them living safely in their own homes. You will identify risks, provide advice on fire prevention and fit appropriate smoke detection. Safe and Well visits may result in you making referrals and exchanging appropriate information with partnering agencies to improve safety and wellbeing of residents.  You will need to be an effective communicator able to develop a rapport with a wide range of people. You will need to be self-motivated organised and professional. You will be expected to manage your own time, caseloads, and tasks, ensuring appropriate reporting to the Home and Community Safety Co-Ordinator.  Within the wider role of a Home and Community Safety advisor you will be expected to train to become a fire setter intervention counsellor working with young people who have a fascination with fire.  The role also includes involvement in education. Giving talks to schools, clubs and groups aimed at reducing risks around fire, water, and roads. Giving community talks to educate all ages about the risk of fire and other causes of emergencies to minimise those risks.  As someone working within our communities you will have an understanding of the diverse needs of our residents and be able to consider the most effective way to engage with people to ensure we are able to positively impact and improve people’s lives. |

## Job Responsibilities

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| * To complete Safe and Well visits with resident including the more vulnerable members of the community. * Responsible for collecting and collating information prior to, during and post visits. To produce the personalised risk assessment for the individual and support evaluation of the service. * To make telephone triage before undertaking face to face visits in people’s homes. * Determining solutions to minimise the actual and anticipated risk to people and their homes. Tailoring information, advice, and guidance messages appropriately to ensure the most specific risks pertaining to that individual are discussed. Ensuring that the individual receives a personalised, person-centred risk assessment. * Reducing the risk of injury and fatality to persons within their homes through the fitting of smoke, heat, and CO alarms in their homes. To assess the need for specialist, sensory smoke detection equipment as part of a personalised risk assessment and install them as required. * To provide a proactive personalised approach to the delivery of fire safety intervention following the Making Every Contact Count (MECC) approach as best working practice. * Respond to a person’s needs in accordance with organisational service level agreements, focus on improving the individual's safety and wellbeing. * To promote and support people to be responsible for their independence, wellbeing and health through identifying care and support needs and completing a referral. * To conduct high-risk Domestic Violence Home Safety Visits (Target Hardening) give specialist fire safety advice and install equipment as required. * Signposting effectively and persuasively on lifestyle concerns specifically around health and wellbeing, with a view to changing behaviour. * To assess for and recommend Assistive Technology, other equipment, and adaptations to meet needs and reduce risk. To provide a review and ensure safe and effective use of specialist equipment. To support with installation and servicing of misting system. * Can evidence an understanding of the need to safeguard and promote the well-being of adults and children and will adhere to Oxfordshire County Council’s Adult and Children’s policies and procedures as necessary. * Raising concerns and liaise with Oxfordshire Fire and Rescue Safeguarding Lead with regards to the safeguarding of an individual. * Working in partnership with other agencies, supporting the Home and Community Co-Ordinator & Safeguarding Lead at Multi Agency Meeting for both adults and children as the sector competent person who has visited the homes of those subject to the meeting. These meeting may require decision making as part of a multi-agency approach. * Providing feedback on progress and outcomes to partner agencies, professional organisations, and members of the public as appropriate.   In addition to Safe and Well work Home and Community Safety Advisors will also:  Promote and encourage participation of children and young people through the delivery of educational intervention programmes.   * Deliver Junior Citizen programme as required to facilitate learning for Key Stage 2 children in various safety scenario’s: * Demonstrate familiarity with the lesson plans * Understand the content of all scenario’s * Be able to answer questions during the session and encourage participation * To deliver Fire Wise (fire setters) education/intervention working with children and young people under the age of 18 who have a fascination with fire or have been involved in arson. * Supporting our structured education programmes with the aim of changing behaviours in raising awareness of the dangers associated with fire, water and road traffic. * To support with the Work Experience programme, delivering input on all aspects of Home and Community Safety. * Engaging with all members of the community to deliver education and advice at specific community-based events. * To support Prevention department with projects that will meet the needs of vulnerable persons in terms of fire prevention. * Work in accordance with Oxfordshire County Council corporate values and competency framework. * Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes, and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Educated to GCSE maths and English or equivalent A-C | A |
| Current driving licence | A |
| Able to demonstrate a working knowledge of keyboard/computer skills/technology. Good IT skills, competent with Microsoft suite of applications. | A,I,T |
| Able to work unsupervised and be aware of own responsibility for Health and Safety | A,I |
| Positive and flexible approach to a full range of duties. | A,I |
| Current and acceptable DBS check or equivalent. | A |
| Ability to recognise/action appropriate timescales. | A,I |
| The ability to manage and coordinate tasks and workloads. | A,I |
| The ability to report on findings and results and keep clear and concise records of activities | A,I |
| Self-motivating and be able to work under their own initiative | A,I |
| The ability to communicate effectively using a wide range of styles | A,I,T |
| Experience of working in a team environment | A,I |
| Professional appearance with a commitment to and understanding of the principles of equality and diversity for all in employment and the delivery of services. | A,I |
| Ability to prepare and deliver presentations. | A,I |
| Desirable Criteria | Assessed By: |
| Qualification in computer applications and the use of Microsoft Office, GCSE or equivalent | A |
| Experience in working with Community Groups, Voluntary Sector and young people. | A,I |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

August 2023