**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: | Fire Safety Inspector (Green & Grey book positions) |
| Salary: | Green book - £30,559 to £43,693  Grey book - £40,041 to £46,707  Dependant on qualification level |
| Grade: | Green book – Grade 8 to 11  Grey book – Crew Manager / Watch manager  Dependant on qualification level |
| Hours: | Full time and we are open to discussions on part time or flexible working. |
| Team: | Fire Protection Team |
| Service Area: | Fire and Rescue Service |
| Primary Location: | West/Cherwell or City/Vale/South  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Station Manager Fire Protection/Team Leader Fire Protection |
| Responsible for: | N/A |
| Political Restricted Post: | N/A |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.   * Through the process of undertaking Fire Safety Audits of premises to which the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) applies, keep ‘Relevant Persons’ safe by using the most appropriate form of enforcement available to them in line with the Regulators Code and the Enforcement Management Model. * Provide fire safety advice, support and guidance to local businesses to enable them to develop, grow and have business continuity arrangements that protects their business interests in the event of a fire or other incident * Advise and assist partner agencies and other enforcing authorities in the application of their own statutory duties where there are links to the RRFSO. * Provide advice to the public upon request   This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies. |

## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.  **Key Responsibilities of the Inspector Role**.   * Providing fire safety advice and guidance to businesses. * Auditing premises in simple/ complex/ and licensed/ regulated buildings to assess the standard of their general fire precautions. * Taking informal action, up to and including agreed action plans, where appropriate. * Evaluating premises and their contents to identify if they pose a hazard to fire fighters during emergency incidents. * Working closely with other regulatory bodies to support them in the application of their legislation. * To enforce the provisions of the Regulatory Reform (Fire Safety) Order 2005 and any regulation made under it, including the serving of all formal legal notices. * Provide specialist advice to the Duty Brigade Manager on the need to Prohibit the use of premises * To gather evidence and investigate breaches of the Regulatory Reform (Fire Safety) Order 2005, in simple, complex and regulated premises. * If relevant - maintain operational competence through the Maintenance of Competence program provided by Training Centre and administered through Redkite training management system * Any other duties as may be deemed necessary to carry out the full remit of the role.   Applicants must possess a full UK driving license, will be required to undertake a driving assessment with FRS driving instructors, and comply with OFRS driving standards including periodic license checks via our commissioned third-party company. Due to the nature of operating as an enforcing officer for the Fire Authority, this is a uniformed role, and the successful applicant will be expected to wear Oxfordshire FRS uniform, which will be supplied to them. |

# 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.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Educated to GCSE or equivalent | A |
| Good IT skills essential including Word, PowerPoint, Outlook and Excel | A, D, T, I |
| Ability to interpret technical information and perform basic mathematical calculations | T, I |
| Current UK driving licence | A |
| Good levels of Customer Service provision | I |
| For existing operational Fire and Rescue employees – Substantive at Crew/Watch Manager level, or a pass in a Crew/Watch Manager promotional process. | A, D |
| Desirable Criteria | Assessed By: |
| IOSH certificate | A |
| Level 4 Fire Safety Certificate | A |

**Recruitment eligibility table**

|  |  |  |  |
| --- | --- | --- | --- |
| Terms and conditions | Eligible applicants | | |
| Grey book Advisor | Grey book Inspector | Green book |
| Members of the public |  |  | X |
| Control room staff (Grey book) |  |  | X |
| MOD or Aviation FRS |  |  | X |
| On Call – OFRS or External |  |  | X |
| Local authority FRS with CM promotional board pass or competent in role | X\* |  |  |
| Local authority FRS with WM promotional board pass or competent in role |  | X\*\* |  |
| Local authority FF |  |  | X |
| OFRS Competent Wholetime WM or WM promotional board pass |  | X |  |
| OFRS Competent Wholetime CM or CM promotional board pass | X |  |  |
| OFRS Wholetime FF |  |  | X |

\*External candidates will be subject to a skills gap analysis on appointment. These roles May include Enrolment onto a level 3 leadership and management apprenticeship

\*\*WM who are already competent in role will continue to receive their competent pay for the inspector role on the agreement that they complete their Level 4 fire safety within 18 months.

# 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).

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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).

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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): |

April 2022