

Fire Safety Business Administrator

Department: Justice and Home Affairs

Division: States of Jersey Fire and Rescue Service

Reports to: Crew Commander

JE Reference: JHA1056

Grade: 6

JE Date: 10/9/2021

Job purpose

The Fire Safety Department is responsible for the generation of approximately £300,000 in revenue each year. The postholder is solely responsible for the overall effective management of the administrative business function associated with the collection of that revenue for the Fire and Rescue Service.

Job specific outcomes

1. Manage the timely renewal of Fire Certificates, issued under pursuance of The Fire Precautions (Jersey) Law 1977, for 600 plus premises, over a 3-year cycle. The process involves the scheduling of written reminders, monitoring receipt of renewal applications within prescribed time frames and vetting each application to ensure compliance with the requirements of the Fire Precautions (Jersey) Law 1977 whilst liaising with premises stakeholders if further documentary evidence in support of the renewal is required. Maintaining the electronic premises register and re-issue of the new Fire Certificate and invoicing the appropriate parties.
2. Manage the amendments to premises Fire Certificates on an ad hoc basis, ensuring that the electronic premises register is updated to reflect the amendments. Invoicing appropriate parties for certificate amendments.
3. Produce new premises Fire Certificates and logbooks on instruction of Fire Safety Officers. The post holder will ensure that the electronic premises register is updated and the necessary client invoicing is delivered to the appropriate parties.
4. Manage the annual timely renewal of Petroleum Certificates issued under pursuance of The Petroleum (Jersey) Law 1984, for approximately 60 plus licensed premises. The process involves the scheduling of written reminders, monitoring receipt of renewal applications within prescribed time frames and vetting each application to ensure compliance with the requirements whilst liaising with premises stakeholders if further documentary evidence in support of the renewal is required. Maintaining the electronic premises register and re-issue of the new Petroleum Certificate and invoicing the appropriate parties.

5. Manage and coordinate administration of the scheduled Workplace Fire Safety Training to ensure the smooth running of courses at Western Fire Station. The post holder will draft the training calendar for each year, ensuring allocation of tutors; administer bookings, maintain the register of trainee attendance, produce certificates and invoice clients.
6. Ensure all other chargeable work (dry-riser testing, property search reports, alcohol licensing reports, places of refreshment reports, fire safety consultations) carried out by the Fire Safety Department is appropriately invoiced in accordance Government of Jersey policies and procedures.
7. Conduct property searches requested by Legal entities to provide a report detailing fire safety information relating to premises.
8. Provide weekly and monthly financial reconciliation of income generated by the Department using the JD Edwards Government of Jersey accounting module, to ensure invoices produced by the Treasury are allocated correctly and accounted for on the correct income ledgers.
9. Respond to all types of queries from customers by telephone, via email, face to face, ensuring all queries are answered or passed to the appropriate Officer or party.
10. Support Fire Safety Officers through the monitoring of specific fire safety content on the government website and liaising with web team colleagues to ensure it is maintained up to date.
11. Provide support to Fire Prevention Officers through the administration of local campaigns in-line with National Fire Prevention initiatives and safe & well visits within the local community.
12. Proactively review relevant systems and processes within own area of work and make recommendations to continuously improve efficiency and performance.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart

Insert an organisation chart showing this role and its line managers and reports (individual names must not be included only post titles)

Please see attached

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to GCSE level or equivalent.</p> <p>Level 3 qualification in Business Administration (or equivalent) or experience gained through professional context.</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g., the understanding of a defined system, practice, method, or procedure).</i></p>	<p>Comprehensive knowledge of Microsoft packages.</p> <p>A working knowledge of the Fire Precautions (Jersey) law 1977, subordinate regulations and orders as well as local petroleum and explosives licensing legislation.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Good numeracy and literacy skills. Excellent IT skills, including the use of specific systems supporting the fire safety function.</p> <p>Advanced Microsoft Word skills.</p>	<p>A working knowledge of Microsoft CRM.</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong communication skills, especially in dealing with complex, technical information.</p> <p>The role requires the post holder to be driven to achieve deadlines and be able to create a structure to their work, often under pressure.</p> <p>Competent numerical skills and the ability to work accurately with figures whilst under pressure.</p> <p>Confident IT skills, particularly with Microsoft Office applications and a willingness to learn new systems.</p> <p>Organised; able to deal with multiple competing priorities and a high workload.</p> <p>Personal resilience to deal with challenging situations, receive feedback and work in busy environment.</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of working in an administrative role, to a high standard.</p> <p>Experience of leading the arrangement and facilitation of schedules, events, forward planning.</p> <p>Experience of successfully managing specific areas of business administration</p> <p>Experience of working effectively in a team.</p> <p>Experience of working accurately with figures whilst under pressure.</p>	
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Not required</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.