

Senior Fire Safety Inspector

Department:	Justice and Home Affairs (JHA)
Section:	States of Jersey Fire and Rescue Service (SJFRS)
Reports to:	Area Commander – Fire Safety
JE Ref:	JHA1173
Grade: CS12	JE Date: 20/11/2024

Job purpose

Manage the development of policy, plans and procedures and provide expert advice on fire safety and technical matters to the public, staff and our stakeholders.

As a visible senior leader, they are also responsible for managing individuals and teams. Including their selection, appointment and deployment as well as their assessment, development, performance and monitoring of their wellbeing. Managing the development of quality assurance arrangements and ensuring teams and individuals comply with them. Managing the effective use of resources including planning and managing budgets. Maintaining a good awareness of Government related policies and guidelines.

Job specific outcomes

To act as the Subject Matter expert and provide technical advice on fire safety and protection matters to statutory bodies, planners and architects, other building professionals and members of the public, attend internal and external meetings.

Using expert knowledge of fire safety, inspect sites and buildings during and post construction to advise on fire safety matters.

Inspect and report on existing occupied in scope buildings ranging from low to high complexity, to advise on fire safety matters and fire engineering.

Contribute to the preparation and amendment of Fire Safety legislation and Technical Guidance Documents in the light of new and revised British Standards, Technical Guidance Documents, Codes of Practice.

Provide advice on the content and interpretation of current policies, standards and procedures relating to fire safety/engineering matters, incorporating all updates into Fire Safety working practices.

Remain fully informed of fire safety advancements and integrate changes to policies and development of competence across the Fire Safety department. Lead the implementation of statutory and policy updates across the Fire Safety department.

Facilitate the development and training of new Fire Safety team members. Share knowledge and experience of working within the Regulatory Reform (Fire Safety) Order 2005 to aid their progression.

Ensure timely provision of policy guidance and maintain strategic relationships. Deliver research and information to support operations colleagues in executing protection activities effectively.

Support colleagues in improving safety at fuel and explosives storage facilities. Manage and oversee the licensing processes related to fuel and explosives installations, ensuring compliance with safety regulations.

Implement quality assurance systems and manage compliance within these quality assurance systems.

Prepare and submit responses to local planning and building applications relative to 'in scope' proposed developments/alterations.

Lead, manage and implement Fire Safety projects and initiatives to achieve the Service's strategic priorities within the Community Risk Management Plan (CRMP).

Lead, monitor and support people to deliver and implement a broad range of Fire Safety initiatives.

Manage the performance of teams and individuals to achieve objectives. Act as a role model at all times, supporting teams and individuals to develop and achieve their potential and encouraging a learning culture focused upon improvement and high performance.

Work collaboratively in order to deliver a learning culture focused upon improvement and high performance.

Statutory responsibilities

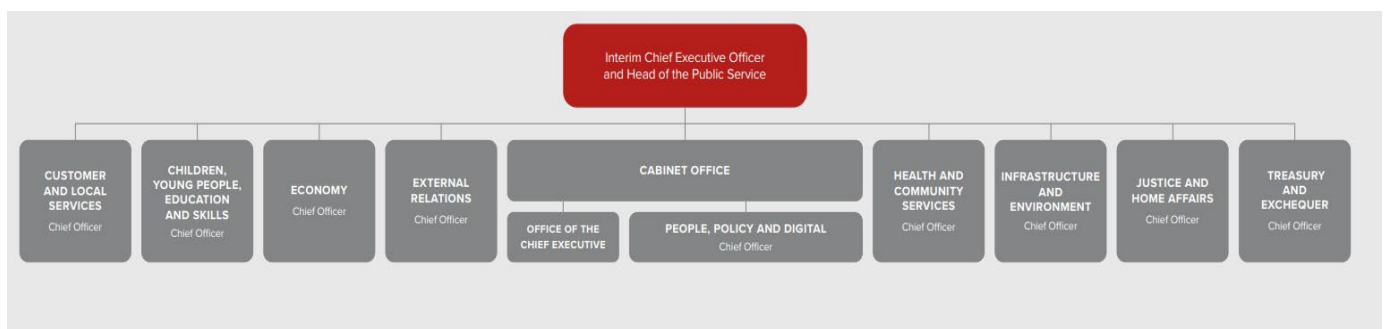
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in an election.

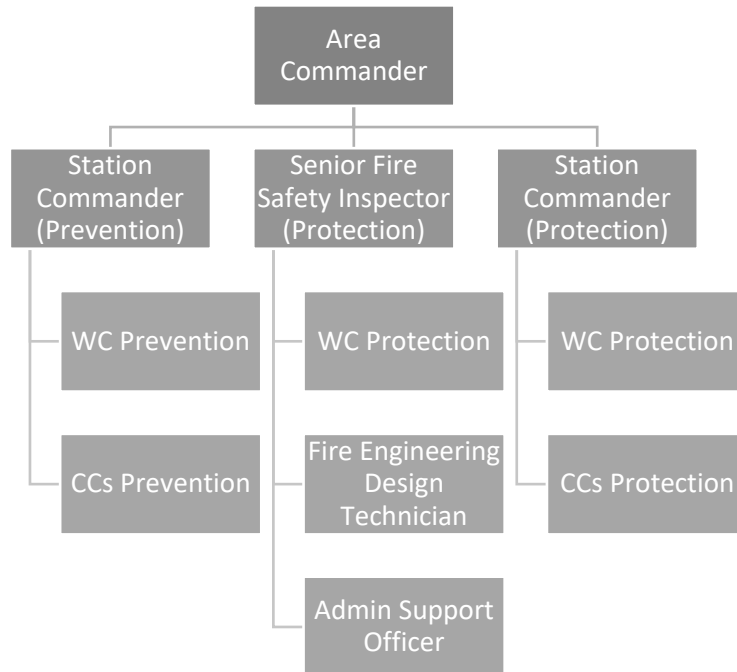
Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)

- *Fire and Rescue Service*

Organisational structure



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

Qualifications	
<i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	
Essential	<ul style="list-style-type: none"> • QCF level 4 Diploma in Fire Protection (Fire Safety Inspector). • Relevant premises protection and enforcement training including HTM Healthcare Premises. • Managing Safety certificate / Safety for Executives and Directors (IOSH)
Desirable	<ul style="list-style-type: none"> • QCF level 5 Diploma in Fire Engineering Design • QCF level 5 management and / leadership (equivalent of CMI Level 5) • Member of a recognised professional body (i.e. Chartered Management Institute) • Educated to degree level
Competencies	
National Fire Chiefs Council Leadership Framework 'Leading the Function'	
Relevant GoJ accountabilities and behaviours.	
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>	
Essential	<p>In depth knowledge of relevant legislation, its impact upon the business community, and implications for Fire & Rescue Services.</p> <p>A thorough knowledge and extensive experience of working within the Regulatory Reform 'Fire Safety' Order 2005 and its implications for Fire & Rescue Services.</p>
Desirable	
Technical / Work-based Skills	
<i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	

Essential	Strong analytical skills, dealing with complex designs. Strong information systems and technology skills.
Desirable	
<p>General Skills/Attributes</p> <p><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>	
Essential	<p>Excellent leadership and interpersonal skills with the ability to motivate engage and direct others.</p> <p>Has advanced ICT skills, such as knowledge of use of Office 365 and bespoke SJFRS systems.</p> <p>Able to carry out administration, including the use of technology (e.g. mobile communication and IT systems).</p> <p>Communicates effectively both in the one-to-one and one-to-many contexts, through listening, writing, speaking and presenting information.</p> <p>Able to work methodically with attention to detail.</p> <p>A commitment to diversity and inclusion in the workplace and more widely.</p> <p>Aware and celebrates difference and is adaptable to communicate inclusively with people from all communities, across a variety of backgrounds, cultures and differing personal circumstances to establish and build relationships.</p> <p>Takes responsibility for the health and safety and welfare of themselves.</p> <p>Has a proactive approach to continuously learn and develop themselves as well as others.</p> <p>Actively contributes to problem-solving and is open, willing and adaptable to change, with a willingness to adopt new ways of working.</p> <p>Demonstrates taking responsibility for effective performance.</p> <p>Supports the development, safety and welfare of others, including colleagues and team members.</p> <p>Always embraces and promotes the values of SJFRS and the GoJ at all times and challenges inappropriate behaviours.</p> <p>Demonstrates integrity, reliability, respect and responsibility.</p>
Desirable	
<p>Experience</p> <p><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>	

Essential	<p>Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals.</p> <p>Ability to work on own initiative, with solution focused problem solving skills.</p> <p>Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</p> <p>Previous working experience in a senior Fire Safety role</p> <p>Previous practical experience in inspection and auditing businesses regulated under the Fire Safety Regulatory Reform Order 2005, on behalf of a fire authority.</p> <p>Comprehensive knowledge of computerised business systems in terms of functionality and capability.</p>
------------------	---

Personal Attributes

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 4 core accountabilities attributes and behaviour indicators.