

# Job Description

## For Apprenticeship Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

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

#### Role Details

Job Title:	Business Fire Safety Advisor Apprentice	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Fire Protection		
Service Area:	Fire and Rescue Service		
Primary Location:	WFRS Service HQ, Leamington Spa		
Political Restriction	This position is not politically restricted.		
Responsible to:	Fire Protection Team Leader		
Responsible for:	N/A		

#### Role Purpose

To support businesses to understand and comply with their statutory duties relating to fire safety legislation and to increase the presence of WFRS in the business community across Warwickshire. To assist in the gathering of operational intelligence to support the safety of firefighters whilst signposting businesses to other relevant enforcing authorities where appropriate.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 3, Business Fire Safety Advisor standard ST0188 as part of this apprenticeship.

#### Role Responsibilities

- To provide advice and education to support business owners and Responsible Persons to meet their statutory obligations under fire safety legislation.
- To assist business owners and Responsible Persons with business continuity and emergency planning advice.
- To assist business owners by signposting them to other regulatory bodies or trade organisations.
- To ensure that complaints are acknowledged and passed to an appropriate officer or partner agency to be investigated in accordance with organisational policy.
- To visit regulated premises that have experienced a fire and provide fire safety and business continuity advice to business owners
- To visit regulated premises in the vicinity of non-domestic fires and provide post incident advice and support.

- To work with businesses to deliver specific fire safety enforcement campaigns and where appropriate signpost or provide home safety advice to employees.
- To identify and capture relevant information on regulated premises not currently on the Service's premises risk database and record details as appropriate.
- To work with businesses groups and associations to advise and influence businesses in the implementation of better fire safety management.
- To engage with businesses and business organisations to facilitate surgeries to enable businesses to access fire safety advice.
- To work with other agencies to provide multi agency surgeries to enable businesses to access advice on a range of regulatory matters such as fire safety, health and safety, food hygiene, trading standards and licensing.
- To visit premises to advise and influence business owners and gather intelligence on fire safety arrangements in low and medium risk premises to:
  - Signpost identified breaches of fire safety legislation to a Fire Safety Inspector.
  - Signpost identified breaches of other statutory requirements to the appropriate enforcing authority.
  - Gather operational intelligence and report matters that could pose a potential risk to firefighters attending incidents.
- To work with businesses and business owners to reduce the number of unwanted fire signals from automatic fire detection and alarm systems.

The post holder is expected to contribute to the operation and management of the Service as a whole, examples of which include:

- Attendance of relevant training courses and to maintain any accreditation as required.
- Membership of appropriate meetings, working parties and project groups (if required).
- Supporting Service activities by developing a network of contacts both within and outside the organisation.
- Promoting a positive image of the Service in dealings with all other organisations and members of the public.
- To ensure the confidentiality of data.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:

At least 2 GCSEs at grade A*-C including English and Math or achieves a Level 2 equivalent standard in both prior to the completion of the apprenticeship.	A,D, I
The ability to communicate information with varied audiences in person and/or writing	A, I

Familiarity with standard IT software such as Microsoft Office and email	A, I
The ability to organise own workload and decide priorities	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A,I
A willingness to learn new knowledge and skills	A, I
A positive attitude towards working in a team and/or with customers	A, I
The ability to organise own travel requirements to attend work settings as and when required	A, I
Good numeracy, verbal, and written communications skills, including the ability to deliver presentations.	A,D,I
Ability to use own initiative to respond independently to difficult problems and unexpected situations	A,I
The ability to independently interpret and analyse varied information or situations.	A,I

## Desirable Criteria

Assessed By:

A keen interest in the career pathway enabled by this apprenticeship	A, I
Any previous work experience in a customer service and/or office environment	A, I
Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, National Citizenship Service, or charity work	A, I
Knowledge of and interest in working for the emergency or public services	A, I
A full, current and valid driving licence (category B)	A,D

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

Provision of personal care on a regular basis       Driving HGV or LGV for work

<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	Verbal abuse whilst investigating deficiencies or breaches of the FSO 2005.