

# Job Description

## For Non-Streamlined 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:	Crew Manager / Inspector (Development & Assurance Delivery Support)	JEID	
Salary Grade:	Crew Manager Scale K Temporary Fixed Term (12-18 months) to work on a set project or workstream.		
Team:	Protection		
Service Area:	Warwickshire Fire & Rescue		
Primary Location:	SHQ Warwickshire Fire & Rescue Service, Warwick Street, Leamington Spa		
Political Restriction	This position is not politically restricted		
Responsible to:	Watch Manager / Team Leader – Protection (Development & Assurance)		
Responsible for:	Not applicable at this stage but future changes may include responsibility for people.		

#### Role Purpose

To support the Protection function within WFRS with a focus on delivering support and team development both internally within the Protection team and globally across the control measure whilst delivering against the agreed assurance system to support Protection activities.

To undertake all other aspects of Fire Protection as deemed necessary to support the control measure as required and effectively manage the Fire Protection team to deliver departmental and Service objectives.

#### Role Responsibilities

To deliver against priorities aligned within the WFRS strategy as well as -

- Delivery of Fire Protection training pathways.
- Delivery of Fire Protection CPD opportunities.
- Delivery of assurance mechanisms to support the Services Fire Protection activities.
- Delivery of activities against the Services strategic priorities.
- Personal Development and CPD conducive with role.
- Deputise for Watch Manager or Team Leader as required.
- Create reports for presentation to Fire Protection leadership team.
- Carry out enforcement tasks as required to support wider Protection offer.
- To advise and inform the public and others, on request, on all matters relating to fire protection

and prevention within premises.

- To inspect and audit and review premises under the provisions of the Regulatory Reform (Fire Safety) Order 2005 and to give advice and instruction on compliance.
- To enforce the provisions of the Regulatory Reform (Fire Safety) Order 2005 through the serving of Enforcement and Prohibition notices.
- To inspect premises under other fire related legislation and to report any findings to the relevant enforcing authority.
- To gather evidence and carry out prosecution procedures where required. Contribute to the policy and procedures for WFRS that relate to legislative guidance on matters concerning Fire safety.
- To support and contribute to all Fire Protection leadership meetings.
- To ensure the confidentiality of data.
- Maintain all operational competencies in line with organisational requirement for Grey Book employees.
- To undertake all other aspects of Fire Protection, commensurate with role as deemed necessary to support the control measure as required

## 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

Assessed By:

Level 4 diploma in Fire Safety, equivalent or higher (if not already qualified to level 4, commitment required to complete within an agreed time frame and a Level 3 Certificate in Fire Safety already held).	A, I, D
To undertake further Fire Safety development courses or accreditation as required	A, I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A, I
The ability to independently interpret and analyse varied and complex information or situations.	A, I
The ability to communicate complicated information with varied audiences in person and/or writing	A, I
The ability to communicate complicated information with varied audiences in person and/or writing	A, I, P
The ability to organise workloads and decide on priorities.	A, I
Ability to use own initiative to respond independently to difficult problems and unexpected situations	A, I
Good literacy, numeracy and IT skills including MS Office.	A, I, D
A full, current and valid driving license.	A, I
Ability to work out of hours on a rota system basis, offering Fire Safety Advice and support outside of normal working hours.	A, I

## Desirable Criteria

Assessed By:

Fire Engineering experience	A, I, D
Degree level qualification	A, I, D
Health & Safety Qualification to IOSH or NEBOSH standards	A, I, D
Previous line management experience.	A, I
Previous training delivery experience.	A, I
An understanding of the principles of fire risk management	A, I, D
Experience working in a regulatory authority other than Fire & Rescue	A, I, 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 of 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.

<input checked="" type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> 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 checked="" 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	<input type="checkbox"/> Work with vulnerable children or vulnerable

equipment)		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 in pursuit of serving legal notices.	