

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:	Arson Reduction Officer	JEID	K0084 (New)
Salary Grade:	Grade I, scp 28 - 31		
Team:	Warwickshire Fire & Rescue Service		
Service Area:	Arson Reduction - Community Fire Prevention		
Primary Location:	Nuneaton		
Political Restriction	This position is not politically restricted.		
Responsible to:	Community Fire Prevention Manager		
Responsible for:	Community Fire Prevention		

Role Purpose

To deliver arson reduction initiatives within the community by working with partner agencies. Advise on fire safety measures and deploy resources contributing to fire safety solutions designed to minimise risks to the community.

To work with deliberate fire setters and individuals who demonstrate characteristics of anti social behaviour to reduce the impact to the community and improve community safety.

To produce, develop and evaluate projects aimed at reducing arson across the Service area.

To assist Station Commanders in addressing local arson issues.

To work in close collaboration with Police and Community Safety Partnerships to reduce arson and anti social behaviour.

To work with other partners across the county to educate and advise to minimise risks to the community

Role Responsibilities

- To be able to effectively engage with children and young people , be able to identify vulnerability in individuals and associated risks whilst working with these groups.
- To assist and liaise with cluster Station Commanders in addressing local arson issues.
- To work in close partnership with the Police to integrate the problem of arson/ deliberate fires. Create initiatives to respond to the wider issues of anti-social behaviour and criminal activity, by working out of the Justice Centres in both Nuneaton and Leamington.
- To work with other partners within the Justice Centres across the region.

- Offer advice and assistance to partners and colleagues within our service area in order to reduce deliberate fires.
- Determine solutions to the risk of fire from arson through inspection and investigation. Examine and interpret developments in respect of arson trends within the geographical area of work.
- To strengthen existing partnerships and assist in the development of collaborative initiatives that contributes toward community safety as a whole.
- To proactively gather intelligence and make use of available Fire and Police data and intelligence to uncover the root causes of arson and/or deliberate fires.
- To assist and improve offender identification.
- Co-ordinate and be the focal point for arson reduction work across the service and the provision of advice to the public and other partners.
- Instigate, attend and on occasions lead multi-agency arson reduction meetings.
- Liaise with Probation Services, community and schools education teams, providing advice and assistance with vulnerable at risk individuals in order to reduce incidents of arson/ deliberate fire setting.
- Manage the deployment of any employees by the Police and Fire & Rescue Service in dealing with arson projects. Manage the effective use of personnel and resources and deploy initiatives (SFU, ASBIT, BIKE, etc) using local intelligence to areas of risk.
- Circulate and promote best practice in the area of arson reduction.
- Implement personal work activities and development plans to continually improve own workplace performance.
- Undertake administration and prepare reports summarising activities and evaluating outcomes of initiatives.
- Record activities in an appropriate manner as directed by your line manager.
- Work with other teams within the Community Risk Reduction community on joint community safety initiatives and in support of overall community safety .
- Undertake basic cost centre financial responsibilities
- Manage information and maintain records in accordance with Service and department policies.
- Maintain the requisite knowledge and skills to demonstrate professional skills against the appropriate competencies.
- To undertake any other duties deemed suitable by WFRS management commensurate with the grade.
- To undertake flexible working hours if required to be able to act on/gain information as job requires.

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:

Full Uk Driving licence	D
Previous experience of conducting presentations or communicating specific information to groups	A
Experience of carrying out risk assessments, risk based approach to managing	A,D, T & I

health and safety	
Experience of working in highly challenging and emotional situations	A, I
Experience of working under pressure in a target driven environment	A, I
Knowledge of relevant legislation, data protection, etc.	I
Understanding of confidentiality and privacy	I
Excellent interpersonal skills, ability to effectively communicate, verbally and and have a good numerical and report writing skills.	A, I, T
Be able to persuade, negotiate and influence when needed	I
Ability to constructively challenge individuals and organisations	I
Be confident, controlled and have a focused attitude when in challenging and emotional situations.	I
Be able to problem solve and think creatively to construct common sense solutions	A, I, T
Able to manage and prioritise tasks and responsibilities within the job	A, I
Able to plan effectively, organise and deploy resources proactively	A, I, T
Work unsupervised when needed	A, I
Support change and have the ability to adjust his/her approach to meet changing requirements.	A, I
Maintain an active awareness of the working environment	I
Competent in use of Microsoft software packages and other web based IT platforms (excel, word, powerpoint, google, facebook etc)	A, I
Embraces and values diversity and demonstrates fair and ethical behaviour in all situations	I
Ability to travel throughout all areas of Warwickshire	I
Be subject to a D&B and an enhanced Police check	I

Desirable Criteria

Assessed By:

Health & Safety qualification	D
Experience of arson reduction initiatives	A, I
An understanding the consequences of fire	I
Good knowledge of fire/home safety	I
Knowledge of SAFE initiative	I
A current certificate in first aid training	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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Work with waste, refuse
<input checked="" 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):	