



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer

Derbyshire Fire & Rescue Service **Job Description**

Job Title:	Fire Safety Manager / Engineer
Salary Grade:	POE / POF* (*Progression to Scale POF is subject to fulfilling the Fire Safety Manager / Engineer Career Progression criteria)
Portfolio:	Community Safety
Department:	Protection
Responsible to:	Station Manager Protection
Responsible for:	Fire Safety Inspecting Officers Crew Manager Protection
Post Objective:	<p>To represent DFRS Fire Authority by providing fire engineering expertise and knowledge on complex fire safety building regulation submissions and solutions for buildings and projects in the built environment – particularly complex premises.</p> <p>Undertake fire engineering analysis of buildings and modelling of fire growth and smoke movement in buildings.</p> <p>To provide technical support, guidance and mentoring in relation to fire engineering and regulatory enforcement for fire inspectors and other staff members.</p> <p>To develop, manage and undertake Protection activities in accordance with the Service strategy and Plan.</p> <p>Manage, train, support and monitor a protection team to complete Protection activities and associated administration.</p> <p>To quality assure all levels of Protection work and monitor enforcement programs targets are met.</p> <p>Maintain and develop competency and currency in the field of fire engineering in line with the requirements of the Competency Framework for Fire Safety Regulators.</p>

To develop policy and guidance documents relating to fire safety engineering matters for employees engaged in fire safety.

Other Considerations:

The post may necessitate occasionally working in various locations within the County of Derbyshire and may be required to travel outside of the County for meetings, training etc.

The post holder may therefore be required to travel to other locations and may involve working outside normally recognised office hours to meet the needs of the service.

Responsibilities:

- 1 Provide fire engineering expertise along with fire safety knowledge and application of various codes of practice and British Standards in regard to building design proposals and DFRS statutory duties in relation to Building Regulation complex building consultations and developer projects engagement.
- 2 To prepare reports and calculation tools to improve fire safety knowledge (theoretical, practical and procedural) and understanding across the service and enhance Firefighter Safety.
- 3 Undertake enforcement activities, investigations and prosecutions as they arise, including liaising with legal representatives, giving specialist advice and assisting teams in investigations and prosecutions as required.
- 4 To present evidence at formal proceedings such as court appearances to ensure all the identified facts are available to relevant people in a manner cognisant with DFRS values and compliant with ethical and legal requirements.
- 5 Liaise, consult and build relationships with relevant stakeholders: attend meetings with other external bodies as necessary to aid business and organisational development with particular regard to matters involving fire engineering.
- 6 Provide technical support and guidance for DFRS employees with the interpretation and application of fire safety related technical guides, codes of practice and service guidance relating to fire engineering and review service procedures for legislative conformity.
- 7 To represent DFRS at both internal and external meetings/groups on matters relating to fire engineering/fire safety.
- 8 To develop, manage and undertake fire safety enforcement & audit programmes.
- 9 To manage and lead a fire safety team in the completion of fire safety inspection programmes and activities to ensure targets are met.

- 10** Quality assure protection activities undertaken by fire and rescue service employees in line with service policy and procedure.
- 11** Develop and implement training on fire safety matters, including planning training events appropriate with the technical fire safety national occupational standards.
- 12** Attend training courses and seminars for continual professional development commensurate with the role.
- 13** Understand and comply with all policies, procedures and relevant legislation.
- 14** To undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the Service in order to meet Service priorities and business continuity requirements.



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Person Specification

Post Title Fire Safety Manager / Engineer
Scale POE / POF*

Evidence Codes

AF – Application Form

JRT – Job Related Test

I - Interview

M – Medical

D – Documentation

Job Criteria				
	Essential	Source Of Evidence	Desirable	Source Of Evidence
Skills & Abilities	Be able to demonstrate the following:			
	<ul style="list-style-type: none"> Ability to lead, manage and motivate people and utilise resources to meet organisational objectives. 	AF/I		
	<ul style="list-style-type: none"> Interpersonal, highly developed oral and written communication skills presented in a positive manner. 	AF/I/JRT		
	<ul style="list-style-type: none"> Proven ability to work under own initiative, unsupervised, as well as within a team. 	AF/I		
	<ul style="list-style-type: none"> Ability to meet objectives and deadlines in a changing environment and maintaining professional credibility. 	AF/I		
	<ul style="list-style-type: none"> IT skills – Microsoft Office, Word, Excel and PowerPoint. 	AF/I		
	<ul style="list-style-type: none"> Analysis and interpretation of data in order to problem solve and assess risk. 	AF/I		
	<ul style="list-style-type: none"> Ability to develop policy, guidance and advice for technical fire safety issues. 	AF/I		

Knowledge	Be able to demonstrate relevant knowledge and understanding of the following:			
	<ul style="list-style-type: none"> Up to date in depth knowledge of Fire Safety legislation, associated technical Fire Engineering. Guides, codes of practice and application. 	AF/I		
	<ul style="list-style-type: none"> Knowledge and understanding of risk management processes and their application. 	AF/JRT		
	<ul style="list-style-type: none"> Knowledge and understanding of Health and Safety legislation. 	AF/I		
	<ul style="list-style-type: none"> Health and Safety issues relating to the duties of the post. 	AF/I		
	<ul style="list-style-type: none"> Data protection/security of data. 	AF/I		
Experience	Be able to demonstrate experience in the following:			
	<ul style="list-style-type: none"> Preparation and delivery of training to individuals and groups of people. 	AF/I/JRT		
	<ul style="list-style-type: none"> Presentation of complex, divergent technical fire safety issues to a variety of audiences. 	AF/I		
	<ul style="list-style-type: none"> Working in a team environment. 	AF/I		
	<ul style="list-style-type: none"> Successful employment in people/resource management and mentoring. 	AF/I		
	<ul style="list-style-type: none"> Experience in fire safety inspection and enforcement. 	AF/I		
	<ul style="list-style-type: none"> Research and development of policies, guidance and reports. 	AF/I		

	<ul style="list-style-type: none"> Experience of evaluating fire engineered solutions in the built environment. 	AF/I		
	<ul style="list-style-type: none"> Support or lead in the delivery of projects and inter – departmental working 	I		
Qualifications	<ul style="list-style-type: none"> GCSE Maths and English A-C or equivalent OR demonstrable work experience. 	AF/I/D	<ul style="list-style-type: none"> Management Qualification ILM 3 or equivalent. 	AF/I/D
	<ul style="list-style-type: none"> Nationally recognised fire safety qualification, e.g. BTEC Professional Diploma in Fire Safety Level 4 or equivalent, i.e. FSC modules A-C. 	AF/I/D	<ul style="list-style-type: none"> Bond Solon Prosecution Courses / Advanced Professional Certificate in Investigative Practices (APCIP) or equivalent. 	AF/I/D
	<ul style="list-style-type: none"> Completed or near completion of Fire Engineering degree B(Eng) or equivalent. 	AF/I/D	<ul style="list-style-type: none"> Sprinkler qualifications. 	AF/I/D
	<ul style="list-style-type: none"> Registration with Engineering Council as EngTech or IEng (or commitment to do so). 	AF/I/D	<ul style="list-style-type: none"> BS 9999/1. 	AF/I/D
	<ul style="list-style-type: none"> Management or Leadership qualification or relevant demonstrable experience. 	AF/I/D	<ul style="list-style-type: none"> Fire Engineering Degree or equivalent. 	AF/I/D
			<ul style="list-style-type: none"> Chartered Engineer with Engineering Council. 	AF/I/D
			<ul style="list-style-type: none"> Health & Safety in the workplace IOSH or equivalent. 	AF/I/D
Equal Opportunities	<ul style="list-style-type: none"> Understanding of and commitment to Inclusion & Equality in the workplace. 	I		
	<ul style="list-style-type: none"> Awareness of protocols required for dealing with protected characteristics covered by Equality Legislation. 	I		
Other Requirements	<ul style="list-style-type: none"> Medical clearance subject to reasonable 	M		

	adjustments under the Equality Act 2010 (where appropriate).			
	• Satisfactory basic criminal records check.	D		
	• Satisfy Police security vetting procedures at the appropriate level.	D		
	• Commitment to and appreciation of quality customer service.	I		
	• Full driving licence (reasonable adjustments can be made under the Equality Act 2010 for those unable to hold a driving licence due to a disability).	AF/D		
	• Work outside office hours by prior agreement.	I		
	• Ability to travel throughout the County to carry out the requirements of the post.	I		
	• Demonstrate evidence of continuous professional development and competence.	I		

***FIRE SAFETY MANAGER / ENGINEER CAREER PROGRESSION CRITERIA:**

Progression to Scale POF will be dependent on qualification and experience as per the following criteria.

1) Possession of the following qualifications to be agreed through the Group Manager Protection:

- **Management Qualification ILM 3 or equivalent.**
- **Bond Solon Prosecution Courses / Advanced Professional Certificate in Investigative Practices (APCIP) or equivalent.**
- **Sprinkler qualifications.**
- **BS 9999/1.**
- **Fire Engineering Degree or equivalent.**
- **Health & Safety in the workplace IOSH or equivalent.**

2) Demonstrably fulfilling all aspects of the person specification at a high level.

Please note: qualification and portfolio evidence must be submitted by the employee for each of the criteria listed above and a reference submitted from the Line Manager demonstrating they are working at the appropriate level. This should be submitted to HR Services prior to a Career Progression being awarded.