

<b>Job Title:</b>	Community Safety Officer
<b>Salary Grade:</b>	5/6
<b>Portfolio:</b>	Community Safety
<b>Department:</b>	Prevention & Inclusion
<b>Responsible to:</b>	Risk Reduction Manager
<b>Post Objective:</b>	To reduce risk and deliver a high level of targeted intervention to those most at risk living within our communities. Working to reduce fire deaths, injuries and emergency response across Derby and Derbyshire and to promote Health and Wellbeing.
<b>Other Considerations:</b>	<p>It will be necessary to work with information technology and associated systems and to ensure accurate and timely recording of activity and reporting. Where appropriate, existing technology agreements and consultative procedures will be applied in accordance with Derbyshire Fire &amp; Rescue Authority Policies.</p> <p>It will be necessary to work outside of normal office hours, including some evening and weekend work.</p>

### Responsibilities:

- 1 Provide safety advice in respect of Community Safety and engagement matters.
- 2 Provide Community Safety advice to the public and in particular those most at risk.
- 3 To identify at risk individuals or families, undertake home visits, and provide advice and guidance to householders on how to reduce the risk from fire in the home and how to be safe if a fire occurs. To promote health and wellbeing and provide advice to occupiers on how to make positive change.
- 4 To identify and engage with other organisations/partner agencies around health safety and wellbeing. To advise and educate organisations/partners on risk assessing fire safety in the home in order to elicit appropriate referrals requiring DFRS intervention.

- 5** To determine risk to individuals from fire in the home and to implement appropriate controls to reduce risk, such as advice, education and equipment. To provide written reports including recommendations for further risk reduction to occupiers and/or key partners.
- 6** To install appropriate risk reduction equipment such as smoke alarms, letterbox blanking plates and boxes.
- 7** To maintain comprehensive and accurate and timely records on service systems of all activities.
- 8** To maintain appropriate levels of confidentiality and to adhere to professional confidentiality principles when information sharing with partners.
- 9** To alert managers in writing where interventions have not reduced risk to an acceptable level.
- 10** To adhere and to promote DFRS safeguarding procedures and to cooperate with any related internal or external safeguarding enquiry.
- 11** To attend relevant multi-disciplinary or multi agency risk strategy meetings and provide reports and recommendations on behalf of DFRS.
- 12** To arrange multi-disciplinary or multi-agency risk strategy meetings as required.
- 13** To proactively work with organisations/partner agencies to reduce risk and promote health and well-being.
- 14** To support Prevention and Inclusion portfolio strategies as required e.g. Diversity and Inclusion, Volunteers, Road Safety and Youth.
- 15** To participate in the organisation and running of authorised Community Engagement and Safety events (ensuring adequate risk assessments are completed).
- 16** To provide health, safety and wellbeing information, education and training to internal and external stakeholders as required (including schools education).
- 17** To conduct trend analysis of incident activity and support fire station personnel in developing initiatives to reduce incident occurrence.
- 18** To attend and support local station performance management action meetings and provide reports on risk reduction activity.
- 19** To provide advice and guidance to fire station personnel to support their community engagement and risk reduction activities in line with their station plans.
- 20** To provide flexibility and travel to other areas of the county to support DFRS Health, Safety, Wellbeing activities as required.
- 21** Understand and comply with all policies, procedures and relevant legislation.

- 22** 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.



**Derbyshire**  
Fire & Rescue Service  
Making Derbyshire Safer

## Derbyshire Fire & Rescue Service

### Person Specification

**Post Title** Community Safety Officer  
**Scale** 5/6

#### 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
<b>Skills &amp; Abilities</b>	<b>Be able to demonstrate the following:</b>			
	<ul style="list-style-type: none"> <li>Interpersonal and presentation skills.</li> </ul>	AF/I/JRT	<ul style="list-style-type: none"> <li>An ability to communicate in the use of minority languages.</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Professional written and oral communication skills at all levels.</li> </ul>	AF/I/JRT		
	<ul style="list-style-type: none"> <li>Ability to work on own initiative and as part of a team.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Ability to work with and develop minority groups within the community.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Basic computer literacy in the use of Microsoft windows applications.</li> </ul>	AF/I/JRT		
	<ul style="list-style-type: none"> <li>Ability to influence public and partner agencies in order to reduce risk and improve health and wellbeing.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Ability to demonstrate a positive non-judgemental approach when dealing with members of the public.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Ability to recognise and safely manage challenging/confrontational behaviour from members of the public.</li> </ul>	AF/I		

	<ul style="list-style-type: none"> <li>Ability to deal with very distressing situations in a calm and professional manner (such as dealing with a family that has just suffered a death from fire).</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Ability to communicate effectively with a wide range of individuals, groups/agencies.</li> </ul>	AF/I/JRT		
	<ul style="list-style-type: none"> <li>Ability to work with positively with other organisations and local people/community groups.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Ability to take responsibility for planning and managing an individual workload.</li> </ul>	AF/I		
<b>Knowledge</b>	<b>Be able to demonstrate relevant knowledge and understanding of the following:</b>			
	<ul style="list-style-type: none"> <li>Knowledge of community issues - Understanding issues affecting black and ethnic minorities, women, children, disabled people, youth and poverty, including people suffering mental ill health, or those with alcohol and substance dependency.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Knowledge of issues facing vulnerable people e.g. the elderly and disabled and additional support they may need for personal care, limited mobility, mental health, dementia etc.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Awareness of role and responsibilities of key partners e.g. social care, MHT, police,</li> </ul>	AF/I		

	EHO and associated legislation.			
	<ul style="list-style-type: none"> <li>Awareness of multi-agency initiatives</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Knowledge of the Fire safety Order and Fire services act.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Knowledge and understanding of health and safety issues relating to the duties of the post.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Health and Safety issues relating to the duties of the post</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Data protection/security of data</li> </ul>	AF/I		
<b>Experience</b>	<b>Be able to demonstrate experience in the following:</b>			
	<ul style="list-style-type: none"> <li>Experience of working in a multi-agency environment.</li> </ul>	AF/I	<ul style="list-style-type: none"> <li>Preparation and presentation of reports and statistical information.</li> </ul>	AF/I
	<ul style="list-style-type: none"> <li>Working with people experiencing emotional, personal or practical problems.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Understanding of and empathy with the needs of vulnerable people.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Previous employment or involvement in community associated occupations.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Working with and involvement in community groups.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Formal teaching experience of, or presenting information to, a wide variety of audiences.</li> </ul>	AF/I		
<b>Qualifications</b>			<ul style="list-style-type: none"> <li>Community work / social care or teaching qualification.</li> </ul>	AF

			<ul style="list-style-type: none"> <li>B Tech National or equivalent in a relevant subject.</li> </ul>	AF
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Understanding of and commitment to Inclusion &amp; Equality in the workplace.</li> </ul>	I		
	<ul style="list-style-type: none"> <li>Awareness of protocols required for dealing with protected characteristics covered by Equality Legislation.</li> </ul>	I		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>An interest and enthusiasm in community issues and working with people.</li> </ul>	AF/I		
	<ul style="list-style-type: none"> <li>Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate).</li> </ul>	M		
	<ul style="list-style-type: none"> <li>Satisfactory basic criminal records check.</li> </ul>	D		
	<ul style="list-style-type: none"> <li>Satisfy Police security vetting procedures at the appropriate level.</li> </ul>	D		
	<ul style="list-style-type: none"> <li>Commitment to and appreciation of quality customer service.</li> </ul>	I		
	<ul style="list-style-type: none"> <li>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).</li> </ul>	AF/D		
	<ul style="list-style-type: none"> <li>Flexibility in terms of working hours. Ability to work outside office hours by prior agreement.</li> </ul>	I		
	<ul style="list-style-type: none"> <li>Ability to travel throughout the County to carry out the requirements of the post.</li> </ul>	I		