

## **JOB DESCRIPTION**

<b><u>Job Title</u></b>	Fire Safety Advisor
<b><u>Reports to</u></b>	Fire Safety Team Leader
<b><u>Reporting staff</u></b>	N/A

## **Job Purpose**

To undertake a wide range of duties relating to the delivery of fire safety, through the provision of advice, and support enforcement of legislation relating to fire safety.

This role is a career grade. Post holders may progress through from Advisor to Auditor to Inspector as they gain the relevant qualifications.

## **Generic Responsibilities / Job Family**

Specialist

- To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.
- To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.
- To represent the department/function at meetings and act as Service representative for initiatives as required.
- To undertake project tasks or more specialised administrative work relating to the specific function or department.
- To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

## **Specific Responsibilities**

1	To carry out Fire Safety inspections/audits of non domestic premises to ensure conformity with the Regulatory Reform (Fire Safety) Order 2005.
2	To support enforcement of Fire Safety legislation in accordance with Service policy, collect evidence and assist with the preparation of prosecution cases, to include giving evidence where appropriate.
3	To gather information for the completion of Operational Risk information to contribute the safety of Operational staff.
4	To identify high risk premises, groups and individuals within the community to assist with the implementation of targeted risk based inspection programmes.
5	To provide advice in order to determine compliance with statutory codes of practices and other fire related legislation.
6	To provide support and technical expertise to colleagues and other departments, including mentoring and training, to ensure effective sharing of knowledge.