



BUSINESS FIRE SAFETY MANAGER

BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget in excess of £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of whole-time and on-call Firefighters, and staff in its Control Centre and Corporate Services.

This post is in the Business Fire Safety (BFS) team, within the Prevention and Protection Directorate, and reports to the Group Manager, Prevention and Protection.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.



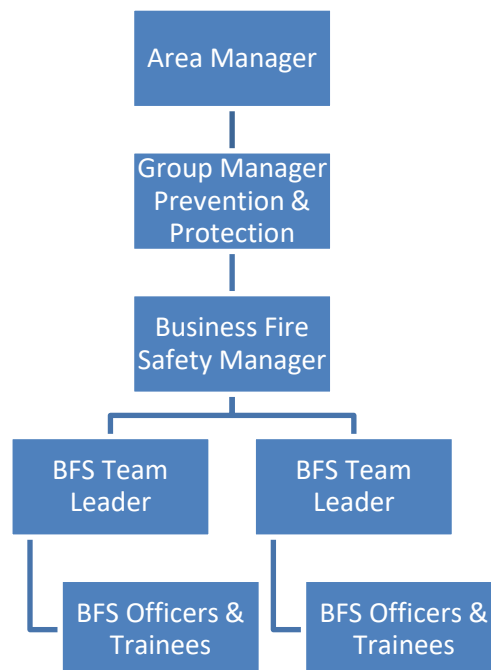
Job Description, Core Values and Person Specification

Job Title	Business Fire Safety Manager
Post Number	1454
Grade	HAY 4
Duration of Post	Open ended ('permanent')
Hours	37 per week
Directorate	Prevention and Protection,
Unit or Team	Business Fire Safety
Reports to	Group Manager, Prevention and Protection
Line management or supervisory responsibilities	Yes
If yes, for which team/s or post/s	Business Fire Safety Team Leaders
Responsibility for managing a budget	Yes
If yes, approximately how much	£20,000 (plus uplift grants approx. £100,000 pa)
Date job was evaluated	Checked 11.11.24

Purpose of Job:

Lead and manage the Business Fire Safety (BFS) Team, co-ordinating resources and activities to deliver our legal duties, inspection programmes and statutory work in line with National and Service policies, in order to reduce fire risk to the Business community, the wider community and the Service's firefighters.

Structure Chart:



Responsibilities and Duties:

1.	As a manager within the Prevention and Protection Directorate, you will play a key role in fire prevention and protecting the wider community, through programmes of inspection and engagement within our Service area. This will include responsibility for the development, planning, implementation and evaluation of BFS activities and inspection programmes which promote and enhance community safety within this group throughout the Service area. You will ensure that key objectives are met as set out within the Department's Business Plan, Service Plan and Strategic Priorities, in order to keep our communities safe and make our Service stronger.
2.	As the subject matter expert on the BFS agenda, you will act as the professional lead within this area, providing advice and guidance to staff and managers across the organisation. You will anticipate and interpret the impact of legislative changes and the risk profile affecting this group and brief Senior Managers to ensure the Service adapts its policies and strategy accordingly.
3.	You are responsible for the management of the BFS Team and function. You will work towards the achievement of Service and Directorate targets and, where necessary, set functional objectives and targets. You will: <ul style="list-style-type: none"> • Organise and structure work activities of yourself and the team/s within BFS function, to manage time and workloads effectively. • Select, manage, motivate and develop teams and individuals to ensure that the current and future needs of the Directorate and Service are met. Ensure all staff within the department can fulfil their responsibilities within both their BFS function and ensure they have the opportunity to develop personal potential within the agreed corporate framework. • Support individuals' learning and development, assessing individuals against agreed development objectives, and continually improving development activities, policies and overall practice. • Monitor and review individual / team performance, including conducting PDRs, to ensure efficient and effective service delivery in accordance with Service policies, objectives and performance targets. • Take appropriate action to address any concerns with employee welfare, attendance, discipline, grievances, health and safety, equality and diversity, and the performance of individuals or teams. Ensure all action complies with Service policies and procedures, liaising with the Human Resources Department as and when necessary.
4.	Responsible for the delivery, management and review of the services Risk Based Inspection programme, working closely to ensure that premises deemed the highest risk prioritised and being targeted by the Programme first.
5.	Responsible for interpreting legislation, guidance and other literature that has an impact on Legislative Fire Safety. Liaise with the Group Manager Prevention and Protection to recommend any necessary action.
6.	Monitor the BFS budgets ensuring spending is within pre-set limits and compliant with the Fire Authority's financial regulations. Ensure that efficiency and value for money are key drivers.
7.	Evaluate proposals for new initiatives, projects, policies and interventions from across the Service, making recommendations to improve the efficiency and effectiveness, ensuring they align with BFS procedures and support the strategic aims of the Service plan.
8.	Prepare reports, management information and statistics in support of BFS interventions and activities and provide these to the Senior Leadership Team and relevant department heads as required.
9.	Communicate proactively with other functional managers who initiate, develop, maintain and manage effective partnerships, to take advantage of a multi-agency approach to reducing community risk.

10.	Attend meetings, conferences and seminars or courses as required, deputising for other Prevention and Protection managers and, where appropriate, for managers at Group and Area manager level.
11.	Represent AF&RS at both regional and national levels in the areas of BFS, being involved in identifying and sharing good practice within the Fire Service via National Fire Chiefs' Council (NFCC) and externally through partner agencies. Take action to ensure the highest quality of delivery of service in support of local, regional and national objectives and initiatives.
12.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.

Special Notes or Conditions:

1.	<p>AF&RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This post is based at an office location to be confirmed. If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
3.	Although you are based at a specific location, for efficiency or other business reasons we may require you to work from any base within AF&RS service area or from home, for which we will pay allowances where appropriate.
4.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
5.	Your duties may involve working evenings or week-ends as necessary, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard Disclosure and Barring Service (DBS) check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

Avon Fire & Rescue Service Core Values

11.	<p>AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:</p> <ul style="list-style-type: none"> • Respectful • Honest • Courageous • Ambitious • Inclusive • Transparent <p>In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:</p> <ul style="list-style-type: none"> • Putting our communities first – we put the interest of the public, the community and service users first; • Integrity – we act with integrity including being open, honest and consistent in everything we do; • Dignity and respect - we treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias; • Leadership – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards; • Equality, diversity and inclusion (EDI) – we continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality foster good relations and celebrate difference.
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Signed confirmation that this Job Description accurately reflects the requirements of the job:			
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Job Holder’s Manager		Date	
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Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:			
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Job Holder		Date	
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See following page for Person Specification

Person Specification

Job Title	Business Fire Safety Manager			
Post Number	1454			
Grade	HAY 4			
Qualifications, knowledge, experience, skills and personal attributes required for the job:				
	E=Essential D=Desirable	Measured by: A = Application T = Test I = Interview		
		A	T	I
Qualifications/Knowledge				
Qualified to degree level (or equivalent) in a subject which has specific reference to this post, or alternatively hold a professional qualification with specific reference to Fire Safety.	E	X		X
A sound knowledge of relevant legislation, its impact upon the business community, and implications for Fire & Rescue Services.	E	X	X	X
Knowledge of local and national Fire Safety initiatives.	E	X	X	X
A thorough knowledge of the Regulatory Reform 'Fire Safety' Order 2005 and its implications for Fire & Rescue Services.	E	X	X	X
Membership of a relevant professional body such as institute of Fire Engineers (IFE), Fire Protection Association (FPA), or similar.	D	X		X
Experience				
Experience of working in Business Fire Safety or a Fire Safety Environment.	E	X		X
Recent middle management experience.	E	X		X
A record of successfully developing and managing projects.	D	X		X
Recent experience of working with other stakeholders, developing partnerships and forming networks.	D	X		X
Skills				
Proven ability to communicate effectively within and outside AF&RS at all levels, verbally and in writing, with well-developed presentation skills.	E	X		X
Able to demonstrate an understanding of and commitment to the development of a high quality public service.	E	X		X
Computer literate (including Microsoft Office suite).	E	X		X
A current driving licence or ability to arrange suitable alternative transport to travel to various work locations.	E	X		

Personal Attributes				
A commitment to equality and fairness and an understanding of human rights.	E	X		X
Able to work effectively and flexibly in a continually changing customer focused environment.	E	X		X
Willingness to accept and work to our Core Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X