

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Business Fire Safety
<b>Post</b>	Business Fire Safety Support Team Manger
<b>Post No</b>	NU010
<b>Grade</b>	10
<b>Location</b>	Fire Service Headquarters
<b>Responsible to</b>	Business Fire Safety Group Manager B
<b>Responsible for</b>	Business Fire Safety Support Team

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

To develop, implement and manage fire safety strategy and manage the Business Fire Safety Support Team. Report to internal groups, Welsh Government and NFCC.

**DUTIES AND RESPONSIBILITIES:**

1. To manage the Business Fire Safety Support Team so that fire safety strategy is implemented ensuring it provides an effective and quality service.
2. Provide support and assistance to Business Fire Safety Managers and their teams in carrying out fire safety and risk reduction initiatives.
3. Manage, develop and monitor the administrative processes relating to fire safety to ensure efficient and correct procedures are maintained.
4. To provide support and assistance to Audit Teams in carrying out fire safety and risk reduction initiatives.

5. To provide support and assistance to Compliance Team when gathering and preparing prosecution documentation. Ensure confidentiality is maintained.
6. To provide support and assistance to Fire Investigation Team. Ensuring compliance with ISO10020.
7. Manage and develop the Business Fire Safety databases and inspection programmes ensuring they are up to date.
8. To manage research and gather appropriate information in relation to the risk based inspection programme and action as necessary.
9. Retrieve, collate and analyse data from various sources relating to Business Fire Safety to respond to internal or external requests.
10. Compile returns and reports for local and national performance indicators including Welsh Government and NFCC and deal with resultant enquiries.
11. Compile responses to Freedom of Information requests relating to Business Fire Safety and Fire Investigation, liaising with relevant department section if required.
12. Manage the CORE database for Business Fire Safety Support staff ensuring information is accurate and up to date.
13. Identify the development needs of Business Fire Safety Support Staff by carrying out regular appraisals.
14. Identify the requirements for succession planning within the Support Team.
15. Attend and represent Business Fire Safety on internal and external groups where necessary. To participate in inter-departmental, corporate and external working groups and meetings as directed and to liaise with other departments, public and other outside bodies and organisations as required or as necessary.
16. Approve and manage budget requests from Business Fire Safety.
17. Renew department subscriptions are and when required.
18. Manage and maintain the assets and asset database for Business Fire Safety. Budgeting and ordering equipment.
19. Manage and assist in the exchange of data between departments identifying higher risk premises.

20. Manage the departments Intranet page and ensure that the electronic fire safety filing system is effectively managed and maintained.
21. To manage the maintenance of the Public Notices register on the services website in accordance with the Environment and Safety Information Act 1988.
22. To identify trends in relation to fire safety Local Performance Indicators.
23. To maintain confidentiality at all times with regard to GDPR legislation.

### **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operating fully with any scheme or pilot scheme using the same, that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

