

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Business Fire Safety
Post	Business Fire Safety Support Officer
Post No	NU005
Grade	7
Location	Fire and Rescue Service Headquarters, Llantrisant
Responsible to	Business Fire Safety Support Team Manager
Responsible for	N/A

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 assist the Business Fire Support Team Manager to implement fire safety strategy and administrative policy.

DUTIES AND RESPONSIBILITIES:

1. To provide support and assistance to Audit Teams in carrying out fire safety and risk reduction initiatives liaising with Auditing Officers.
2. To provide support and assistance to Compliance Team when gathering and preparing prosecution documentation and ensuring confidentiality is maintained when dealing with sensitive information.
3. To provide support and assistance to Fire Investigation Team while handling and processing sensitive documents and photographs ensuring confidentiality at all times.
4. To provide support and assistance to the Risk Evaluation Team by prioritising the allocation of work
5. To support and maintain quality assurance within the department identifying trends in relation to Local Performance Indicators.

6. To implement, manage and assist in developing the administrative procedures related to the processing of fire safety inspection and enforcement work in accordance with stated policy. Provide constructive feedback on procedures.
7. To process on a daily basis incoming e mails and telephone enquiries, identifying and prioritising urgent matters.
8. To implement, monitor and update the inspection programme, fire safety databases and associated procedures in accordance with stated policy.
9. To research and gather appropriate information in relation to the risk based inspection programme and action as necessary.
10. To assist in the exchange of data between departments identifying higher risk premises.
11. To prioritise and allocate work to Audit Team.
12. To ensure the correct and accurate data is processed into the Fire Safety Management Information System.
13. To ensure that the electronic fire safety filing system is effectively managed and maintained.
14. To maintain and update the Business Fire Safety Intranet site.
15. To maintain and update the Public Notices register on the services website in accordance with the Environment and Safety Information Act 1988.
16. To gather information to assist in the compilation of fire safety statistics.
17. 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. Take minutes of meetings.
18. 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

