

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

<b>Department</b>	Community Safety & Partnerships
<b>Post</b>	Home Safety Manager
<b>Post No</b>	505184
<b>Grade</b>	Grade 11
<b>Location</b>	South Wales Fire & Rescue Service Headquarters
<b>Responsible to</b>	GM Home Safety and Fire Crime Community Safety and Partnerships
<b>Responsible for</b>	Home Fire Safety Practitioners
<b>Responsibility for Physical Resources</b>	Mobile Phone, Laptop,
<b>Responsibility for Financial Resources</b>	None

**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.**

<b>MAIN PURPOSE OF THE POST</b>
To manage the day-to-day activities of the Home Safety team and to contribute to the planning and implementation of service-wide Home Safety activities.

## **DUTIES AND RESPONSIBILITIES:**

- To maintain and contribute to the Department's wider community fire safety communications that is provided to all range of groups at risk from fire.
- To actively contribute to the service's risk reduction, community safety and home safety strategies.
- To work with internal and external stakeholders as determined by high-risk profiles within the communities.
- To assist in the development and monitoring of risk reduction presentations, initiatives, schemes, and programs to a wide range of community groups as aligned with NFCC Home safety strategies.
- To monitor and report on local performance indicators.
- To monitor and provide feedback from risk reduction projects with internal and external stakeholders.
- To assist in delivery and monitoring of data sharing protocols with partner organisations.
- To advise station personnel and other functions within the organisation of Home Safety issues.
- To represent the Department on internal and external committees (National Fire Chiefs Council) and the working parties of partner organisations as determined by Head of Home Safety & Fire Crime Manager.
- To assist in the collation, analysis, and presentation of management information.
- To maintain records and carry out stock checks of Home Safety equipment.
- Maintain and facilitate budgets for Home Safety to include exploring funding proposals for existing initiatives and opportunities.
- Working with procurement for future Home Safety risk reduction equipment.
- To manage the Home Safety Team, their workload and welfare needs.
- To maintain personal core competencies and help to develop those of others where appropriate.
- Any other duties commensurate with the post and grade.

- To observe and promote practices and activities which are within the Health and Safety, Diversity and Equal Opportunities policies of South Wales Fire & Rescue Service.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme 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

**A Disclosure Barring Service (DBS) check will be required in the event of a successful application. Having a criminal record will not necessarily be a bar to obtaining a position.**

