



JOB TITLE:	Fire Safety Manager
SALARY GRADE:	Grade 12
JE REFERENCE:	A692
DIRECTORATE:	Community Risk Management
TEAM:	Protection
LOCATION OF WORK:	SHQ or District based
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Group Manager Community Fire Protection
RESPONSIBLE FOR:	Managing Protection Department(s)

LEADERSHIP BEHAVIOUR LEVEL:	Leading the Function
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MAIN JOB PURPOSE

The role of the Protection Fire Safety Manager (FSM) is to inspire and drive challenging standards of performance of Protection teams to ensure the achievement of all local and service wide objectives (including but not limited to the CRMP, functional delivery plan, service policies and community initiatives).

FSMs are expected to demonstrate a high level of professional competence in management, leadership and technical fire safety, showing a strong commitment to personal and team continual professional development. The FSM will be fluent in all relevant legislation appertaining to the function of Community Fire Protection and maintain a high level of awareness of national, regional and local matters affecting the direction of fire safety and Protection functional matters.

FSMs should contribute to quality assurance in respect of the individuals, teams and the references under their control and demonstrate a firm, fair and consistent challenge of performance standards. They will manage subject matter relevant to their area of responsibility and are required to advise and comment, where appropriate, on the validity of complex fire safety measures and engineered fire safety solutions designed to minimise risk to the community.

It is essential that the FSM is committed to and encourages and promotes the values and behaviours of MFRS, thus promoting the Authority within the community, by acting with integrity and honesty at all times.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

The FSM specific areas of responsibility are dependent on assigned references and workloads. The following is considered to cover the range of areas required to operate effectively in the FSM role.

1. Take responsibility for the leadership and management of their assigned department(s) and provide a positive role model for staff and the wider community in order to promote the values of MFRA.
2. Formulate and be accountable for their respective workload and that of their teams by allocating work activities, implementing and evaluating work plans, making recommendations for improvement as necessary, to ensure that service delivery and community needs are continually met.

3. Provide appropriate support and guidance to ensure department and organisational aims, objectives and service delivery performance indicators, both internal and external to the Service, are achieved.
4. Represent the Protection function, where appropriate, on development groups, to ensure the continuous improvement of service provision.
5. Continually develop practices and promote a positive attitude towards change.
6. In collaboration with other managers and organisations, identify the training and continuous professional development needs of Protection personnel. Develop employees in line with their personal development plans, thus ensuring they are equipped with the necessary skills, knowledge and qualifications to fulfil their roles.
7. Support other managers in developing the needs of individuals within their area of responsibility, via the use of appraisals, support plans and other relevant procedures and processes.
8. Manage the delivery of key deliverables, targets and similar local performance indicators that meet both local needs and contribute to the service plan, consistently monitoring progress towards the achievement of objectives.
9. Assess, quality assure and record workplace performance and assist in the development of suitable quality assurance systems that support the national accreditation system for fire safety inspectors.
10. Collate, validate and analyse information, including the recording and storage, from a range of internal and external sources, to ensure the provision and communication of accurate and timely information to inform decision making and to support service delivery.
11. Plan and implement inspections and investigations, and respond to findings in order to determine solutions, or make recommendations to eliminate or minimise risk to people, property and the environment.
12. Assist in the design and delivery of safety campaigns that promote business fire safety in the communities of Merseyside.
13. Review and develop procedures and service instructions, where necessary, relating to fire safety, assisting with policy development for the department.
14. Advise on complex fire safety measures by evaluating existing fire risk assessment and evaluate fire safety measures in locations using hazardous materials, by auditing fire safety systems and recommending appropriate control measures to manage residual risk.
15. Manage, monitor and analyse physical resources, information and data to meet functional needs and to identify trends associated with fire safety related risks.
16. Advise on fire safety issues relating to proposed construction, by evaluating plans to determine fire risks associated with construction, design, use of materials and their effectiveness.

17. Act as a point of contact for the community and relevant stakeholders to ensure service delivery is responsive to local needs.
18. Advise on issues relating to fire protection systems and fire engineered solutions in complex premises.
19. Build effective relationships through proactive networking to promote safer communities via involvement in local partnerships that maximise the impact of fire safety initiatives.
20. Work in partnership with internal and external stakeholders to minimise risks to the community and to enhance community safety.
21. Identify opportunities for personnel to engage with communities and stakeholders in pursuit of managing risk across the community including the design and delivery of safety campaigns.
22. Ensure that all activities comply with the policies and procedures of MFRS.
23. Where appropriate, assist in the recruitment and selection of personnel to carry out work activities whether for permanent, temporary or project related workstreams and whether voluntary, full or part-time.
24. Any other duties deemed suitable and commensurate with the grade.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with Courage

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

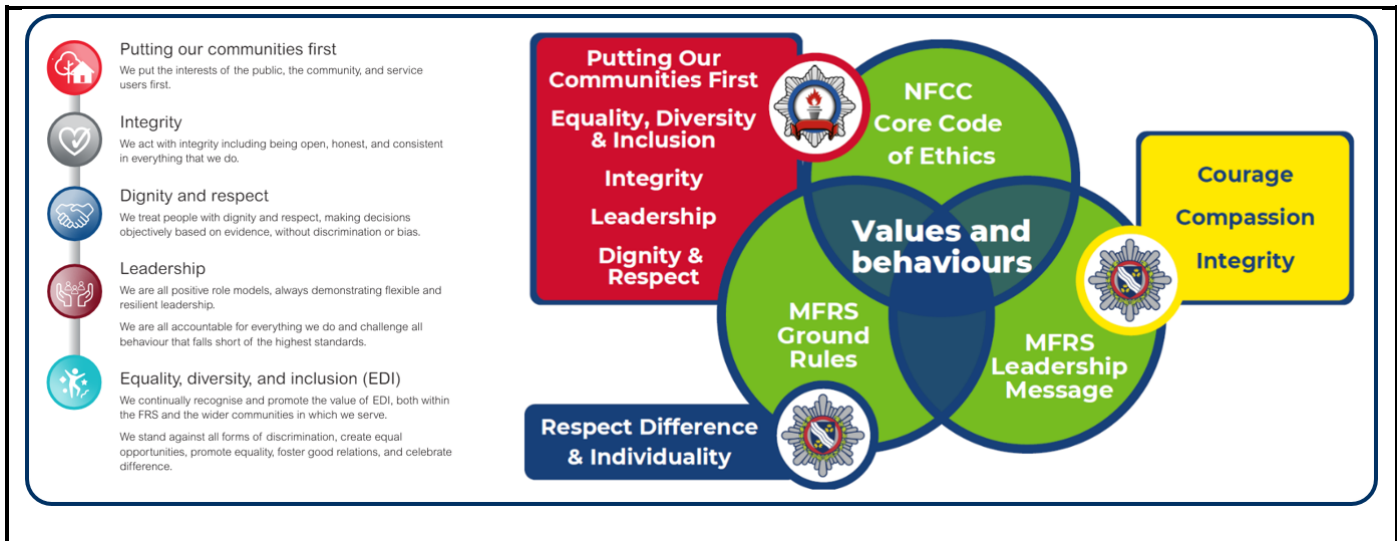
We serve with Integrity

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with Compassion

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS			
LEADING THE FUNCTION			
Personal Impact	Set standards of behaviour in line with Service values and behaviours.	Role model and mentor others in how they communicate and engage to encourage inclusion.	Provide a visible presence and recognise the contribution of others.
Outstanding Leadership	Work internally and externally to set clear work and objectives, actively monitoring the performance of the team and giving positive developmental feedback.	Accountable for the output of my teams and devolve responsibility for work to the appropriate level.	Nurture future talent and proactively plan for succession. I look for opportunities to coach, mentor and support people outside of my teams.
Service Delivery	Take a business-like broad approach that considers how to achieve better outcomes for communities.	Monitor the quality-of-service delivery and share information so that people know how well we are performing and plan accordingly	Seek out opportunities to work collaboratively across teams and functions to improve service delivery.
Org. Effectiveness	Aware of wider organisational and political priorities and how my function contributes more widely.	Actively seek to understand the nature of risk in various projects and act to mitigate those risks or report them.	Apply latest business processes & not settle for the status quo.

Date job profile prepared / revised:	13.02.2025 AM Kevin Longshaw
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MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Fire Safety Manager	Team:	Protection
Salary:	Grade 12	Directorate:	Community Risk Management
JE Reference:	A692		

QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
Level 4 Fire Safety Diploma Qualification	E	PD
NEBOSH certificate	D	PD
A Fire Safety Engineering degree is desirable. The post-holder may be required to obtain this qualification in the future, should future service requirements determine it is necessary depending on organisational need	D	PD
Membership of Fire Safety Engineering professional body	D	PD
KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
Experience of carrying out inspections/audits/risk assessments/fire risk assessments	E	A & I
Experience of working in a risk-based approach relevant to fire safety	E	A & I
Experience in the enforcement of fire safety legislation	E	A & I
Experience of working within a risk management framework	E	A & I
Experience in resource planning and prioritisation	E	A & I
Experience in contributing to and delivering against performance management frameworks	E	A & I
Experience in contributing to the development and delivery of community-based initiatives and working in partnership with a range of diverse stakeholders and communities	E	A & I
Experience of managing and leading multi-functional teams in a dynamic environment	E	A & I
Experience in the development of service policies, plans and similar doctrine	E	A & I
Experience of dealing with financial accountability systems within a Public Sector environment	D	A & I
SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
High level of leadership skills with the ability to remain self-motivated and to motivate others to maintain excellent performance	E	A & I
Ability to work in a highly pressured, risk centred environment whilst making effective decisions and delegating accordingly	E	A & I
Excellent interpersonal and people management skills and the ability to develop and maintain constructive working relationships with various internal and external stakeholders	E	A & I
Ability to undertake appropriate planning and to demonstrate creative problem solving	E	A & I
Ability to communicate effectively both verbally and in writing in a clear and accurate manner	E	A & I
Ability to work unsupervised, and use own initiative	E	A & I
Good level of IT skills, using Microsoft Office applications including Word, Excel, Outlook and other systems used within MFRS	E	A & I
Ability to manage and prioritise a busy work schedule and work with unpredictable deadlines which are subject to conflicting demands	E	A & I
Demonstrates resilience with the ability to constructively challenge individuals and organisations	E	A & I

	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS
	Full UK Driving Licence and be prepared to travel and be flexible to meet the requirements of the role including attendance at training courses	E	A & P D

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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