

### Person Specification

<b>Job Title</b>	Fire Safety Manager	<b>Team</b>	Fire Protection
<b>Post</b>	Grade 12	<b>Directorate</b>	Community Risk Management
<b>Job Evaluation Reference No</b>	A457		

	<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>1</b>	Level 4 Fire Safety Diploma Qualification	✓		PD
<b>2</b>	NEBOSH certificate		✓	PD
<b>3</b>	Fire Safety Engineering degree	( <b>essential</b> if role is within the Fire Engineering dept)  <b>desirable</b> if the role is not within the Fire Engineering dept)	✓	PD

<b>4</b>	Membership of Fire Safety Engineering professional body		✓	PD
	<b>Experience</b>	<b>Essential</b>		<b>Assessment</b>
<b>5</b>	Experience of carrying out inspections/audits/risk assessments/fire risk assessments	✓		AF & I
<b>6</b>	Experience of working in a risk-based approach relevant to fire safety	✓		AF & I
<b>7</b>	Experience in the enforcement of fire safety legislation	✓		AF & I
<b>8</b>	Experience of working within a risk management framework	✓		AF & I
<b>9</b>	Experience in resource planning and prioritisation	✓		AF & I
<b>10</b>	Experience in contributing to and delivering against performance management frameworks	✓		AF & I
<b>11</b>	Experience in contributing to the development and delivery of community-based initiatives and working in partnership with a range of diverse stakeholders and communities	✓		AF & I
<b>12</b>	Experience of managing and leading multi-functional teams in a dynamic environment	✓		AF & I
<b>13</b>	Experience in the development of service policies, plans and similar doctrine	✓		AF & I
<b>14</b>	Experience of dealing with financial accountability systems within a Public Sector environment		✓	AF & I
	<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>

<b>15</b>	High level of leadership skills with the ability to remain self-motivated and to motivate others to maintain excellent performance	✓		AF & I
<b>16</b>	Ability to work in a highly pressured, risk centred environment whilst making effective decisions and delegating accordingly	✓		AF & I
<b>17</b>	Excellent interpersonal and people management skills and the ability to develop and maintain constructive working relationships with various internal and external stakeholders	✓		AF & I
<b>18</b>	Ability to undertake appropriate planning and to demonstrate creative problem solving	✓		AF & I
<b>19</b>	Ability to communicate effectively both verbally and in writing in a clear and accurate manner	✓		AF & I
<b>20</b>	Ability to work unsupervised, and use own initiative	✓		AF & I
<b>21</b>	Good level of IT skills, using Microsoft Office applications including Word, Excel, Outlook and other systems used within MFRS	✓		AF & I
<b>22</b>	Ability to manage and prioritise a busy work schedule and work with unpredictable deadlines which are subject to conflicting demands	✓		AF & I
<b>23</b>	Demonstrates resilience with the ability to constructively challenge individuals and organisations	✓		AF & I
	<b>Commitment</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>24</b>	To model our values and behaviour, promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a difference to our communities	✓		AF & I

25	Knowledge and understanding of and a personal commitment to equality, diversity & inclusion and related legislation and how this is applied in practice	✓		AF & I
26	A demonstrable commitment to continuous professional development	✓		AF & I
	<b>Work Related Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
27	Full UK Driving Licence and be prepared to travel and be flexible to meet the requirements of the role including attendance at training courses	✓		AF I PD
28	Standard DBS check	✓		

Key to assessment methods: AF – Application form A - Assessment I – Interview PD - Produce documentation

**Date person specification revised: 13.02.25**

**Revised by: AM Kevin Longshaw**

