



JOB PROFILE

JOB TITLE:	Fire Safety Inspector Fire Safety Inspector (Development or Competent)
SALARY GRADE:	Grade 9 Fire Safety Inspector
JE REFERENCE:	A695
DIRECTORATE:	Community Risk Management
TEAM:	Protection
LOCATION OF WORK:	Across all districts of Merseyside
HOURS OF WORK:	35 hours per week
DIRECTLY RESPONSIBLE TO:	Fire Safety Manager

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
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MAIN JOB PURPOSE

The Fire Safety Inspector is an integral part of the Protection Directorate. The post holder will maintain competence against the NFCC Competency Framework for Fire Safety Regulators in order to assess and audit risks associated with fire safety.

They will provide advice on fire safety measures and regulate fire safety legislation by inspecting premises and plans to minimise risk to life and the community.

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

1. Ensure achievement of performance indicator targets, both internal and external to the Service, that pertain to the direct areas of responsibility.
2. Undertake Fire Safety Regulatory Activity commensurate with competence at premises where the Regulatory Reform Fire Safety Order (2005) applies.
3. Support campaigns to improve engagement with diverse businesses and communities relating to fire safety.
4. Maintain and keep records of relevant Continual Professional Development (CPD) taking responsibility for personal development.
5. Plan, organise and evaluate work activities and develop proposals for improvement to facilitate work objectives and ensure continuous improvement of Service provision.
6. Continually develop practices and promote a positive attitude towards change.
7. Assess risks and risk assessments associated with fire, evaluate fire hazards and risks in the built environment and propose measures to minimise risk and improve fire safety.
8. Audit premises fire risk assessments, evaluate and report on their adequacy for compliance with the relevant legislation.
9. When necessary, undertake further development to support regulatory activity at specialist

10. Inspect plans and premises and report on risks to people, property and the environment to inform the development of safety solutions and minimise risks to the community.
11. Ensure the appropriate level of notice is served on any premises, and that follow up action is undertaken until the risk is reduced to a compliant level.
12. Take responsibility for personal performance and development. Maintain requisite knowledge and skills to demonstrate competence against the appropriate role requirements and ensure appropriate registration for role under the framework document is achieved. Attain the appropriate qualifications.
13. Mentor and communicate skills and knowledge to colleagues in order to support their personal and professional development.
14. Support the ongoing development of Regulators in Development or other people in an equivalent position to enable them to audit Higher Risk Occupancies and other complex premises.
15. Manage information and maintain records in accordance with Service policies.
16. Undertake additional responsibilities within Protection which may involve undertaking a lead or support role across a range of departmental references.
17. Ensure, as far as is reasonably practicable, the health and safety of yourself and others who may be affected by your acts and / or omissions.
18. Ensure that all activities comply with the policies and procedures of MFRS as agreed with the recognised representative bodies.
19. Encourage and promote the values of MFRS and comply with the required standards of conduct.
 - a) Working with all groups to reduce risk
 - b) Treating everyone fairly and with respect
 - c) Being answerable to those we serve
 - d) Striving for excellence in all that we do
 - e) Honesty, integrity and mutual trust
 - f) Personal development
 - g) Challenging prejudice and discrimination

Notwithstanding the detail in this job profile, the post holder will undertake such work as may be determined by the Chief Fire Officer, from time to time and within the scope of the job profile, and in any location within the geographical area served by MFRS.

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

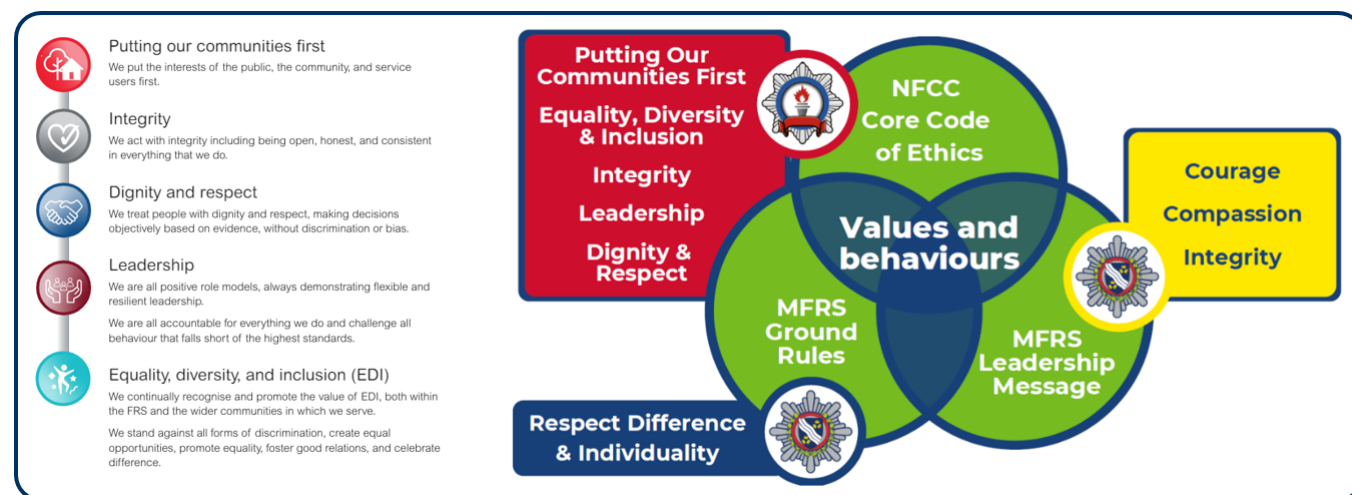
We serve with **Integrity**

- 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 YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

July 2025

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



**MERSEYSIDE
FIRE & RESCUE
SERVICE**

Job Title:	Fire Safety Inspector	Team:	Protection
Salary:	Grade 9	Directorate:	Community Risk Management
JE Reference:	A695		

QUALIFICATIONS & TRAINING		ESSENTIAL/DESIRABLE	ASSESSED BY
	Good level of literacy and numeracy i.e. G.C.S.E. in Mathematics and English Language.	ESSENTIAL	PD
	Successful completion of NFCC Competency Framework for Business Fire Safety Regulators Level 4 Diploma or equivalent relating to current fire safety legislation, including the Fire Safety Order, Petroleum and or Fireworks Enforcement.	DESIRABLE	PD
	Evidence of ongoing CPD in Fire Safety or Regulatory practice.	DESIRABLE	A & I
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
	Experience of carrying out inspections / audits / risk assessments of high-risk premises.	DESIRABLE	A & I
	Experience of working in a risk-based approach to managing safety	ESSENTIAL	A & I
	Experience of working in challenging and emotional situations.	ESSENTIAL	A & I
	Experience of working and succeeding in a target driven environment.	ESSENTIAL	A & I
	Experience in enforcement of legislation relating directly to Fire & Rescue Service.	DESIRABLE	A & I
SKILLS & ABILITIES		ESSENTIAL/DESIRABLE	ASSESSED BY
	Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a varied audience in a clear and accurate manner.	ESSENTIAL	A & I
	Highly self-motivated and able to motivate others.	ESSENTIAL	A & I
	Ability to constructively challenge individuals and organisations.	ESSENTIAL	A & I
	Ability to maintain a confident, controlled and focused attitude in highly challenging and emotional situations.	ESSENTIAL	A & I
	Proactively supports change and have the ability to adjust his / her approach to meet changing requirements.	ESSENTIAL	A & I
	Maintains an active awareness of the working environment to promote safe and effective working for themselves and others.	ESSENTIAL	A & I
	Embraces and values diversity, and demonstrates a fair and ethical approach in all situations.	ESSENTIAL	A & I
	Competent of using Microsoft software packages (inc. Excel, Word & Outlook).	DESIRABLE	A & I
	A working knowledge and understanding of Fire Safety legislation.	DESIRABLE	A & I
	Understanding of Merseyside Fire and Rescue Service's aims and objectives	DESIRABLE	A & I
	Understanding of fire safety enforcement.	DESIRABLE	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.	ESSENTIAL	A & I
	Meet the medical and fitness standard required for the role	ESSENTIAL	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	ESSENTIAL	MFRS
	Full UK Driving Licence.	ESSENTIAL	PD

	Flexibility in working arrangements to meet with the demands of the role, will involve occasional night time and weekend working.	ESSENTIAL	A & I
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A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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