

JOB PROFILE

JOB TITLE:	Fire Safety Manager
SALARY GRADE:	Grade 12
SALARY RANGE:	£41,511 - £44,711
J E 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
DIRECTLY RESPONSIBLE FOR:	Managing Protection Department(s)

JOB SUMMARY

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.

MAIN DUTIES / RESPONSIBILITIES

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.

WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue Service (MF&RS) both operational and non operational are committed to encourage and promote the values of MF&RS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal 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 its 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

INTERPERSONAL & COMMUNICATION SKILLS

The post holder has an ongoing responsibility to motivate and/or train other members of staff using his/her leadership skills. Advisory, guiding, negotiating and/or persuasive skills are required regularly at a developed level. The post involves the exchange of complicated and/or sensitive information, both orally and in writing in line with Service procedures and protocols. The information can sometimes be complex.

RESPONSIBILITY FOR SUPERVISION

The post holder is required to manage Authority employees, or other people in an equivalent position, co-ordinating and/or managing them through two or more managers/supervisors. Responsibilities include the recruitment, discipline and development of some or all of these people and the post holder is also responsible for the evaluation and improvement of activities and working methods. He/she has this responsibility for a medium number of people. Such personnel may be located in more than one work location.

RESPONSIBILITY FOR FINANCIAL RESOURCES

The post holder is personally responsible for income generation or expenditure budget(s) although they are relatively small. He/she has a contributory role in budget setting. He/she also has to account for expenditure, income, money in the form of cash, cheques, direct debits, invoices, or some other equivalent, where care, accuracy and security are particularly important. The sums involved are relatively small.

RESPONSIBILITY FOR PEOPLE

The post holder personally implements and enforces Statutory Regulations which can have a direct impact on people's health, safety or well-being and initiating prosecution against any individuals or organisations which fail to comply. The post holder also has a shared responsibility for the development of the Authority's policies and supporting procedures or practices in relation to the well-being of people, to meet changes in the social, economic, political or relevant legal or technical environment. This shared responsibility impacts across a function within a service. He/she also provides advice and guidance both on established internal policy and on external regulations or legislation.

RESPONSIBILITY FOR PHYSICAL RESOURCES

The post holder's main responsibility for physical resources is for manual and/or computer information. He/she personally produces or processes some of this information and is expected to apply normal levels of care, accuracy, confidentiality and/or security when doing this.

WORKING CONDITIONS

The post holder occasionally has to work outdoors and free from exposure to disagreeable or unpleasant environments.

PHYSICAL DEMANDS

The activities in this role are undertaken mainly in a sedentary position. There may be limited requirements for standing, walking, bending or stretching; or an occasional need to lift or carry items.

CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY &

DATA PROTECTION

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

REVIEW ARRANGEMENTS

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered , however that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

Date job profile prepared:

13th February 2025

Prepared by:

AM Kevin Longshaw