

JOB PROFILE



JOB TITLE:	Senior Fire Safety Inspector
SALARY GRADE:	Grade 10
JE REFERENCE:	A675
DIRECTORATE:	Community Risk Management
TEAM:	Protection
LOCATION OF WORK:	District or Service Headquarters based
HOURS OF WORK:	35 hours per week
DIRECTLY RESPONSIBLE TO:	Fire Safety Manager
RESPONSIBLE FOR:	Fire Safety Inspectors

LEADERSHIP BEHAVIOUR LEVEL:	Leading Others
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MAIN JOB PURPOSE

The Senior Fire Safety Inspector (SFSI) is an integral part of the Community Risk Management (CRM) Protection Directorate. The post holder will assess and audit risks associated with fire, advise on fire safety measures and contribute to fire safety solutions by inspecting very high risk and complex premises and plans designed to minimise risks to the community.

The SFSI will act as deputy to the Fire Safety Manager (FSM) with regard to the management of a Fire Safety District or department within SHQ, be responsible for mentoring and coaching Fire Safety Inspectors and relevant team members and support the FSM in confirming the competence of Inspectors in line with National Guidance.

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. Plan, organise and evaluate work activities and develop proposals for improvement to facilitate work objectives and ensure continuous improvement of Service provision.
3. Continually develop practices and promote a positive attitude towards change.
4. Assess risks and risk assessments associated with fire, evaluate fire hazards primarily at very high risk and complex premises and risks in the workplace, and propose measures to minimise risk and improve fire safety.
5. Audit premises fire risk assessments, evaluate and report on their adequacy for compliance with the relevant legislation.
6. 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.
7. Continuously evaluate risk profiles to determine community risk reduction strategies and events.
8. Take responsibility for personal performance. Maintain requisite knowledge and skills to demonstrate competence against the appropriate role map and national framework. Attain the appropriate qualifications.

9. Mentor and coach colleagues and communicate skills and knowledge in order to support their personal and professional development.
10. Support the FSM , act as deputy in their absence, and assist in the supervision/management of Fire Safety Auditors and Inspectors or other personnel in an equivalent position.
11. Assist the FSM regarding the mentoring and coaching of Fire Safety Inspectors and support the FSM in confirming the competence of Inspectors in line with National Guidance.
12. Manage information and maintain records in accordance with Service policies.
13. Provide an out of hours availability in the form of participating in a recall to duty system. Remuneration for the hours worked will be as per the appropriate Service Instruction.
14. Ensure, as far is reasonably practicable, the health and safety of yourself and others who may be affected by your acts and / or omissions.
15. Ensure that all activities comply with the policies and procedures of MF&RS as agreed with the recognised representative bodies.
16. Encourage and promote the values of MF&RS 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
17. 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 MF&RS.

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

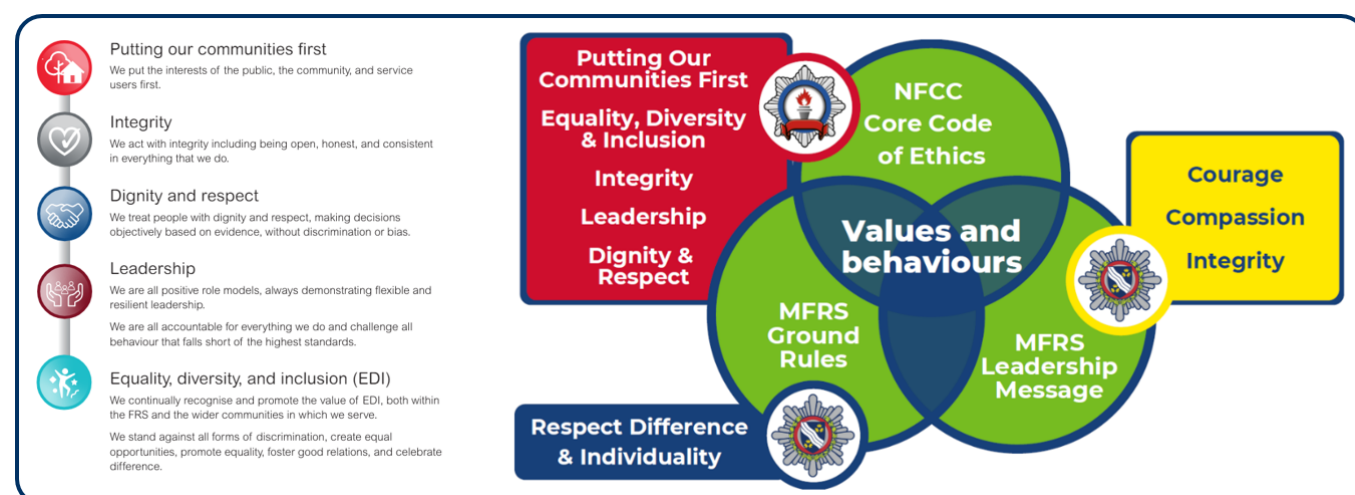
We serve with **Integrity**

- 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 OTHERS

Personal Impact	I consistently lead by example.	I take responsibility for inclusion, and encourage different points of view.	I give and receive feedback.
Outstanding Leadership	I work with the team to establish a clear sense of purpose and set expectations to achieve our goal.	I have responsibility for team effectiveness which focusses on improving outcomes and decisions.	I look for opportunities to support others through appraisal, coaching and mentoring.
Service Delivery	I seek to understand, prioritise & address the specific risks and diverse needs of people and communities.	I look ahead to anticipate issues with local service delivery and performance and make plans to resolve or minimise issues.	I encourage my team to build constructive working relationships with others to achieve our aims.
Org. Effectiveness	I make sure the team understands how our work contributes to and delivers organisational priorities.	I manage quality in my team, and use various sources of feedback and evidence to understand how we are performing and managing risk.	I promote continuous improvement for the team and the organisation through listening and implementing ideas.

Date job profile prepared / revised:

May 2025

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



**MERSEYSIDE
FIRE & RESCUE
SERVICE**

Job Title:	Senior Fire Safety Inspector	Team:	Protection
Salary:	Grade 10	Directorate:	Community Risk Management
JE Reference:	A675		

QUALIFICATIONS & TRAINING		ESSENTIAL/DESIRABLE	ASSESSED BY
	Successful completion of NFCC Competency Framework for Business Fire Safety Regulators Level 4 Diploma (Inspector) or equivalent relating to current fire safety legislation, including the Fire Safety Order, Petroleum and or Fireworks Enforcement.	E	P D
	Good level of literacy and numeracy i.e. G.C.S.E. in Mathematics and English Language.	E	P D
	Fire Safety Engineering qualifications. Level 5 Diploma Fire Engineering Design	D	P D
	Membership of Fire Safety Engineering professional body.	D	P D
	Management and Leadership qualification	D	P D
	CMI Level 3 Certificate	D	P D
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
	A working knowledge and understanding of Fire Safety legislation.	E	A & I
	Understanding of fire safety enforcement.	E	A & I
	Understanding of Merseyside Fire and Rescue Service's aims and objectives and change initiatives.	E	A & I
	Experience of carrying out inspections / audits / risk assessments of high risk premises.	E	A & I
	Experience of working in a risk based approach to managing safety	E	A & I
	Experience of working in highly challenging and emotional situations.	E	A & I
	Experience of working and succeeding in a target driven environment.	E	A & I
	Experience of working in a changing environment.	E	A & I
	Experience in enforcement of legislation relating directly to Fire & Rescue Service.	E	A & I
	Court experience of Fire & Rescue Service prosecutions.	D	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.	E	A & I
	The ability to exchange complex and contentious information both verbally and in writing in a professional and confidential manner.	E	A & I
	Proven ability to persuade, negotiate and influence at all levels.	E	A & I
	Highly self motivated and able to motivate others.	E	A & I
	Ability to constructively challenge individuals and organisations.	E	A & I
	Ability to maintain a confident, controlled and focused attitude in highly challenging and emotional situations.	E	A & I
	Strong judgment and creative skills with regards to problem solving capabilities - be solution focused.	E	A & I
	Ability to manage and prioritise a busy work schedule across many locations. Which includes unpredictable deadlines which are subject to conflicting demands.	E	A & I
	Ability to plan and manage resources proactively.	E	A & I

	Ability to work unsupervised.	E	A & I
	Ability to use own initiative.	E	A & I
	Creates and implements effective team plans in line with organisational objectives.	E	A & I
	Proactively supports change and have the ability to adjust his / her approach to meet changing requirements.	E	A & I
	Maintains an active awareness of the working environment to promote safe and effective working for themselves and others.	E	A & I
	Competent of using Microsoft software packages (inc. Excel, Word & Outlook) and the software systems used internally by MF&RS.	E	A & I
	Embraces and values diversity, and demonstrates a fair and ethical approach in all situations.	E	A & I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Full UK Driving Licence.	E	P D
	Flexibility in working arrangements to meet with the demands of the role, will involve occasional night time and weekend working.	E	A & I
	Provide an out of hour's availability in the form of participating in a recall to duty system.	E	A & I
	Standard DBS check (verification of unspent criminal records will be undertaken in the form of a Standard Disclosure Barring Service check)	E	A & I
	Have own vehicle available for work.	D	A & I

A	Application	I	Interview	PD	Produce Documentation
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