



## **THE ROLE**

### **Community Safety Officer**

<b>Department:</b>	<b>Prevention</b>
<b>Role Code:</b>	<b>SC24</b>
<b>Grade/Role:</b>	<b>6</b>
<b>Responsible to:</b>	<b>Operational Prevention Watch Manager</b>
<b>Date Revised:</b>	<b>August 2023</b>

#### **Job Purpose:**

To protect and save life, property and the environment by being responsible for supporting the Prevention Department in the day-to-day delivery of community safety strategy and initiatives; liaising with station watches and partnership agencies and conducting Home Fire Safety Checks (HFSC) in line with Essex County Fire & Rescue Service (ECFRS) policy.

#### **Main Duties and Responsibilities:**

1. To plan and organise own work streams within a flexible timeframe, which will include working outside of office hours frequently, especially weekends.
2. To ensure that levels of skills and knowledge are actively maintained to a high standard.
3. To plan, implement and attend relevant meetings/seminars as a representative for ECFRS. Responsible for the delivery of events and National and Local media campaigns. To maintain accurate records and data of all visits and initiatives.
4. To deal with queries arising from allocated work and identify and implement solutions in conjunction with advice from Operational Prevention Managers
5. To conduct visits identified from station personnel including multi-agency site visits.
6. To undertake responsibilities in the event of short-term absence and leave, including bookings, targeted interventions, and any other work necessary to maintain delivery of Community Safety within their group.

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7. To identify emerging local trends, through local knowledge and available data, creating new HFSC leads especially in target areas as agreed with the Operational Prevention Managers and the wider Prevention Team.
8. To identify and initiate opportunities through multi-agency engagement to develop collaborative working with potential partners.
9. To actively promote ECFRS's HFSC scheme and to work with other agencies and partners to do so.
10. To co-ordinate after incidents response actions and relay information to station personnel.
11. To visit households and conduct a home fire safety check which will include:
  - a) Identification of fire hazards within the home and discuss them with the occupier.
  - b) Discuss fire safety issues with the occupier or their representatives.
  - c) To inspect and test smoke alarms (if present) and if not satisfactory install smoke alarms in line with service policy.
  - d) To complete the home safety risk assessment and record the findings.
12. To support the delivery of other fire safety initiatives and messages to other organisations within the community as agreed with the Operational Prevention managers including:
  - a) To liaise with the Education and Specialist Interventions Team in delivering fire safety programmes to school age pupils and lead Crucial Crew events.
  - b) To support the multi-agency work generated by partnerships including Community Safety Partnerships and associated priority groups.
  - c) To support Station / Watch safety initiatives including station open days.
  - d) To support Road Traffic Collision Reduction initiatives.
13. To manage and lead volunteers and additional resources at community safety events, co-ordinating consistent messages on behalf of ECFRS, relating to local or/and national campaign initiatives.
14. To train newly appointed personnel in the department into the role of Community Safety Officer.

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15. To manage and maintain all appropriate resources allocated to the role including service vehicles, literature, and Portable Chip pan demonstrators (PCD's)
  
16. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.