



THE ROLE

Fire Safety Officer - Protection

Department:	Protection
Role Code:	SC28
Grade/Role:	Grade 7
Responsible to:	Fire Safety Manager – Protection
Responsible for:	No line management responsibility
Date Revised:	February 2023

Job Purpose:

To protect and save life, property and the environment through the provision of appropriate and timely fire safety advice; to support economic sustainability and growth; and to serve the community. Delivering the Essex County Fire & Rescue Service (ECFRS) strategic aims and objectives related to Protection activity to support Protection obligations.

Main Duties and Responsibilities:

1. To carry out fire safety audits in accordance with ECFRS Risk Based Inspection Programme and as a result of information received from operational staff, other agencies, and members of public.
2. Record the details of potential operational hazards identified during the course of fire safety audit/inspection, ensuring that the details are made available to appropriate parties so that appropriate safety measures may be identified and put in place.
3. Carry out post fire follow-ups at premises ranging from low to very high complexity in order to identify the reason for the failure of the fire safety systems, to inform future practice, and appropriately inform the Responsible Person and/ or other interested parties. These visits will also form part of the initial evidence gathering activity for possible enforcement action and/ or a criminal prosecution.
4. To give technical advice on fire protection matters to statutory bodies, planners, architects, other building professionals and members of the public.

Role Profile

5. To carry out statutory consultations on a wide range of premises ranging from low to very high complexity.
6. Work with Business Partners and other Stakeholders to actively reduce AFA actuations to acceptable levels in line with Service Strategic policies.
7. Review and advise on fire safety matters relating to existing or proposed premises under construction, demolition and alteration, utilising knowledge and understanding of building construction, fire behaviour in buildings and firefighting requirements and techniques.
8. To promote fire safety in the business community; to carry out, when required the appropriate level of enforcement under the Regulatory Reform (fire safety) Order including the drafting of letters and formal Notices for the purpose of enforcing the legislation.
9. To attend premises where necessary for the purpose of assisting in the serving of formal Notices.
10. To assist in the investigation and gathering of evidence for offences contrary to legislation and to give evidence where necessary as a technical witness in a court of law.
11. To attend courts of law and other enforcement bodies as a representative of the Service.
12. To attend external meetings, when necessary, as a representative of the Service.
13. To actively engage and support Fire Service colleagues and other agencies in the promotion of fire safety.
14. To carry out Fire Protection training and education to Fire Service, members of the public and other colleagues as required.
15. To assist administration, performance management and statistics sections of the Service in the collection, production and monitoring of performance data.
16. To attend training courses in order to complete the required BTEC Level 4 Diploma in Fire Safety or equivalent and to maintain competence in Fire Safety through attendance at continual professional development events and seminars.
17. 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.