



THE ROLE

Risk Officer

Department:	Risk
Role Code:	RBC06
Grade/Role:	Watch Manager B (Day Duty)
Responsible to:	Station Manager - Risk
Responsible for:	TBC line manager responsibility of Risk administrator role
Date Revised:	March 2024

Job Purpose:

To protect and save life, property and the environment by supporting the Risk Teams work streams to enable Essex County Fire and Rescue Service (“the Service”) to better understand the risk picture and therefore enable the implementation of effective business plans to mitigate these risks.

Main Duties and Responsibilities:

1. Responsible for gathering data from internal departments and external agencies, to present other departments, including stations, to improve understanding of risk.
2. In collaboration with local station management teams, support the production and maintenance of station risk profiles/plans. Identifying and reporting any new and emerging risk to the Station Manager to enable the Service’s effective response.
3. Liaise and engage nationally / regionally with external stakeholders to ensure the Service has an appropriate awareness of national/regional risks and associated procedures, policies and processes through the production of reports and briefing documentation.
4. Engage with other Fire and Rescue Services (FRSs) and other emergency services to support a collaborative approach to the Risk Teams workstreams including the co-ordination and availability of cross-border operational risk information with our neighbouring FRS’s.
5. Support the delivery of the Operational Risk process, in line with Service policy and guidance. Including managing the timely maintenance and review of the Service’s Premises Type Risk Information Files (PTRIFs) and reporting on completion rates of operational risk information visits. Leading working groups to ensure that appropriate premises and risk information is captured and shared.
6. Support the Future Infrastructure Risk (FIR) process: monitoring mailboxes; logging new enquiries; highlighting enquiries requiring immediate responses; engaging in FIR triage meetings and creating templated responses on behalf of the department.



7. Support the Corporate Risk process recording information and producing reports to inform the Service of risk progression.
8. Arrange, support and attend department meetings / workshops (including with other departments/agencies), deputising for the Station Manager where appropriate and as required.
9. Undertake all people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc., completing all Manager Self Service (MSS) processes as required. If have line management responsibilities.
10. Provide leadership, management and development to support team members to perform their roles competently and achieve team objectives or targets. If have line management responsibilities.
11. 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.

January 2024 – The Head of Risk has reviewed the operating function of the department and associated workstreams and concluded that the department requires a minimum of one person with an operational firefighting background to carry out the following elements:

1. Carry out the Quality Assurance (QA) of operational risk information.
2. Deliver awareness sessions on Operational Risk Information to others in the Service to promote the improvement in the quality of Operational risk information.

This is subject to review if future vacancies become available.