



EAST SUSSEX FIRE AUTHORITY

Job Description

Job Title: Business Safety Assessor

Job Family: JF4

Reporting to: Business Safety Watch Manager

Responsible for: N/A

Main purpose of the job:

Offer advice to educate those responsible for fire safety in regulated premises, and carryout regulatory inspections of low/medium risk premises.

Investigate and report on breaches of fire safety legislation for the commencement of formal enforcement action.

This role sits within: Business Safety, Safer Communities Directorate



Main duties and responsibilities

i. Know-How including:

- To be able to communicate technical information clearly and effectively with those responsible for fire safety both verbally and in writing, including appropriate presentation skills to engage with relevant groups, covering technical fire safety topics.
- Possess the required knowledge, skills and experience to undertake regulatory inspections of low/medium risk premises.
- To be able to represent the ESFRS at internal and external meetings and events, including the delivery of Business Safety engagement activities.
- To develop further fire safety knowledge, in line with the development plan.

ii. Problem solving

- Work under the supervision of the Business Safety Watch Manager, following defined Service policies and procedures and using own initiative to deal with issues that arise.
- Be a point of contact for internal personnel and with external organisations and partners for Business Safety events and interactions, questions or enquiries covering low and medium risk premises, including the organisation and facilitation of Business Safety engagement initiatives and activities.
- Undertake continuing development in Fire Safety.

iii. Accountability

- Working in line with established Services policies and procedures to deliver Service objectives.
- Possess the required knowledge, skills and experience to provide advice and guidance to those responsible for fire safety in regulated low/medium risk premises.
- Undertake activities to support continued professional development, including completion of both practical and theoretical training.
- Promote, manage and support health and safety principles and practice in line with the policies of East Sussex Fire & Rescue Service and East Sussex Fire Authority.
- Promote and support equality, fairness and dignity issues, in line with policies of East Sussex Fire & Rescue Service and East Sussex Fire Authority.

General Responsibilities

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff must comply with all Service and Corporate Policies, including Equal Opportunities and Health and Safety at Work.

Safeguard and promote the welfare of children and protection of vulnerable adults in line with the policies of East Sussex Fire and Rescue Service and East Sussex Fire Authority.



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Person Specification

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. If you are applying for this role then please ensure that you demonstrate that you meet all of the essential criteria. You will be assessed by your completed application form (A), at interview (I), and in some instances through an exercise (E).

Job Title: Business Safety Assessor	Directorate: Safer Communities
Job Family: JF4	Department: Business Safety

KNOWLEDGE (incl. interpersonal and communication skills)		A, I, E
1	Relevant fire safety and enforcement knowledge gained in the Fire & Rescue Service or Local Authority (or equivalent). Essential	A, I, E
2	Knowledge of fire safety legislation and the Service's role as a regulator. Essential	A, I, E
3	Ability to work pro-actively on own initiative, as well as part of a team. Essential	A, I
4	Excellent IT skills, covering all MS Office applications (Word, Excel, PowerPoint, Outlook). Essential	A, I, E
5	Able to prioritise and organize a busy work schedule. Essential	A, I, E
6	Excellent communication skills, including verbal, written (including report writing) and interpersonal. Essential	A, I, E
7	Able to liaise with staff across East Sussex Fire Authority and externally. Essential	A, I

QUALIFICATIONS		A, I, E
1	Educated to GSE level or equivalent in Maths and English Essential	A
2	Level 4 Certificate in Fire Safety (or equivalent). Essential	A
3	Level 3 Diploma in Leadership & Line Management (or equivalent). Desirable	A
4	IOSH Managing Safely (or equivalent). Desirable	A

EXPERIENCE		A, I, E
1	Experience as an Inspecting Officer in Business Safety or similar regulatory function. Essential	A, I,
2	Experience of effective time management and prioritisation of competing tasks/workloads. Essential	A, I, E
3	Experience of working in a busy, diverse organisation with a variety of employees who work within a wide range of disciplines. Essential	A, I,

OTHER		A, I, E
1	Commitment to diversity and aims of the organisation. Essential	A, I
2	Confident, resilient individual adaptable to change. Essential	A, I, E

3	Able to converse at ease with businesses/public and provide technical and/or professional advice in accurate spoken English. Essential	A, I, E
4	Willingness to undertake training and development, including self-study. Essential	A, I
5	Mobility sufficient to enable travel throughout the county. Essential	A, I
6	Valid driving licence. Essential	A