

Freedom of Information request reference number: FOIA 7457.1

Date of response: 01/06/2023

Request:

Please can you provide the following information as at 01/04/2023: - a list of the ranks/roles within the business safety/protection department in order of seniority - the salary for each role - the number of people in each role - a copy of the job description for each role.

Response:

List of the Ranks/Roles within the business Safety/Protection team. This team was called the Fire Safety team but has now been renamed the Prevention and Protection team in the LFB.

From pages 2-20 is the list of Ranks and Roles of each team in the Prevention and Protection Department, along with the number of people in each of those roles.

From page 21 – 651 are the job descriptions. Please be aware that Asst Commissioner, Deputy Asst Comm, Station Commanders, Station Officers, Sub Officers, Fire Fighters and Group Commanders do not have a job description as Operational roles work to role maps.

With some of the positions we do not have a copy of certain specific job descriptions due to changes to the position number and temp roles, as they are either a generic role or a temporary post. FRS Bs tend to be generic roles so there is only one Job description for that role.

From page 652 – 657 is the Fire and Rescue Staff Pay Rates Policy Number 716.

From page 658 – 665 is the Uniformed Operational Staff Pay Rates Policy Number 558

We have dealt with your request under the Freedom of Information Act 2000. For more information about this process please see the guidance we publish about making a request on our website:

<https://www.london-fire.gov.uk/about-us/transparency/request-information-from-us/>

D04	Protection Uplift Programme	998828	D04 Fire Safety Advisor SN	FRS C	
D04	Protection Uplift Programme	998828	D04 Fire Safety Advisor SN	FRS C	
D04	Protection Uplift Programme	998828	D04 Fire Safety Advisor SN	FRS C	
D04	Protection Uplift Programme	998828	D04 Fire Safety Advisor SN	FRS C	
D04	Protection Uplift Programme	998828	D04 Fire Safety Advisor SN	FRS C	
D04	Protection Uplift Programme	998832	D04 Admin Co-ordinator SN	FRS C	0.00
D04	Protection Uplift Programme	998832	D04 Admin Co-ordinator SN	FRS C	
D04 Total	Protection Uplift				0.00
D06	North Area FSD Team				
D06	North Area FSD Team	430155	D06 North Area Team Leader	Station Commander	2.00
D06	North Area FSD Team	430157	D06 North STNO	Station Officer	2.00
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	14.00
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	
D06	North Area FSD Team	430158	D06 North SUBO	Sub Officer	
D06	North Area FSD Team	998816	D06 North FF Inspecting Off	Firefighter	0.00
D06	North Area FSD Team	430229	D06 North Area Fire Safety Mgr	FRS F	1.00
D06	North Area FSD Team	430234	D06 North Area Team Leader	FRS E	3.00
D06	North Area FSD Team	430234	D06 North Area Team Leader	FRS E	
D06	North Area FSD Team	430234	D06 North Area Team Leader	FRS E	
D06	North Area FSD Team	430156	D06 North Area Inspecting Off	FRS D	31.00
D06	North Area FSD Team	430156	D06 North Area Inspecting Off	FRS D	
D06	North Area FSD Team	430156	D06 North Area Inspecting Off	FRS D	
D06	North Area FSD Team	430156	D06 North Area Inspecting Off	FRS D	
D06	North Area FSD Team	430156	D06 North Area Inspecting Off	FRS D	

D08	High Risk Premises Team	430378	D08 High Risk Premises SubO	Sub Officer	
D08	High Risk Premises Team	998785	D08 High Risk Premises FF	Firefighter	0.00
D08	High Risk Premises Team	430375	D08 High Risk Premises TL	FRS E	1.00
D08	High Risk Premises Team	430379	D08 High Risk Premises IO	FRS D	4.00
D08	High Risk Premises Team	430379	D08 High Risk Premises IO	FRS D	
D08	High Risk Premises Team	430379	D08 High Risk Premises IO	FRS D	
D08	High Risk Premises Team	998807	D08 DTL High Risk Premise	FRS D	0.00
D08	High Risk Premises Team	998833	D08 Location Data Special	FRS C	0.00
D08	High Risk Premises Team	998833	D08 Location Data Special	FRS C	
D08	High Risk Premises Team	998833	D08 Location Data Special	FRS C	
D08	High Risk Premises Team	998808	D08 High Risk Premises Team SN	FRS B	0.00
D08	High Risk Premises Team	998808	D08 High Risk Premises Team SN	FRS B	
D08	High Risk Premises Team	998808	D08 High Risk Premises Team SN	FRS B	
D08	High Risk Premises Team	998808	D08 High Risk Premises Team SN	FRS B	
D08 Total	High Risk Premises Team				9.00
D09	Projects & Assurance				
D09	Projects & Assurance	430228	D09 Projects & Assurance Mgr	Group Commander	1.00
D09	Projects & Assurance	430160	D09 Projects & Assurance TL	Station Commander	1.00
D09	Projects & Assurance	430194	D09 Projects & Assurance TL	FRS E	1.00
D09	Projects & Assurance	430299	D09 FSR Development	FRS D	3.00
D09	Projects & Assurance	430299	D09 FSR Development	FRS D	
D09	Projects & Assurance	430299	D09 FSR Development	FRS D	
D09	Projects & Assurance	998765	D09 RBIP Data & Develop Off	FRS C	0.00
D09	Projects & Assurance	998765	D09 RBIP Data & Develop Off	FRS C	
D09 Total	Projects & Assurance				6.00
M15	FSR Enforcement Group				

M15	FSR Enforcement	430183	M15 Head of FS Enforcement	FRS G	1.00
M15	FSR Enforcement	430325	M15 Enforce TL & Review Off	FRS F	0.00
M15	FSR Enforcement	430343	M15 Enforcement	FRS E	1.00
M15	FSR Enforcement	430186	M15 Enforcement	FRS D	7.00
M15	FSR Enforcement	430186	M15 Enforcement	FRS D	
M15	FSR Enforcement	430186	M15 Enforcement	FRS D	
M15	FSR Enforcement	430186	M15 Enforcement	FRS D	
M15	FSR Enforcement	430186	M15 Enforcement	FRS D	
M15	FSR Enforcement	430341	M15 Enforcement	FRS C	1.00
M15	FSR Enforcement Group	998806	M15 Cent Enforce Train Off SN	FRS C	0.00
M15 Total	FSR Enforcement Group				10.00
M21	FSR Policy Group				
M21	FSR Policy Group	430222	M21 Hd of FSR Policy & Perf	FRS F	1.00
M21	FSR Policy Group	430222	M21 Hd of FSR Policy & Perf	FRS F	
M21	FSR Policy Group	430334	M21 FSR Policy Support TL	FRS E	1.00
M21	FSR Policy Group	430334	M21 FSR Policy Support TL	FRS E	
M21	FSR Policy Group	430059	M21 Policy Support Officer	FRS D	1.00
M21	FSR Policy Group	430185	M21 Policy Technical Supp Off	FRS D	0.80
M21	FSR Policy Group	430248	M21 Snr CS Development	FRS D	1.00
M21	FSR Policy Group	430270	M21 Policy Technical Supp Off	FRS D	1.00
M21	FSR Policy Group	430266	M21 CS Development	FRS C	1.00
M21	FSR Policy Group	999116	M21 Asst Policy Supp Off SN	FRS C	0.00
M21 Total	FSR Policy Group				6.80
M22	FSR Petroleum &				
M22	FSR Petroleum & Alt Fuels	430152	M22 Petrol & Alt Fuels Mgr	FRS F	1.00
M22	FSR Petroleum & Alt Fuels	430243	M22 Fire Safety TL - HSH	FRS E	1.00
M22	FSR Petroleum & Alt Fuels	430243	M22 Fire Safety TL - HSH	FRS E	

M22	FSR Petroleum & Alt Fuels	430041	M22 Inspecting Off Petroleum	FRS D	3.50
M22	FSR Petroleum & Alt Fuels	430041	M22 Inspecting Off Petroleum	FRS D	
M22	FSR Petroleum & Alt Fuels	430041	M22 Inspecting Off Petroleum	FRS D	
M22	FSR Petroleum & Alt Fuels	430041	M22 Inspecting Off Petroleum	FRS D	
M22	FSR Petroleum & Alt Fuels	430302	M22 Research & Inspecting Off	FRS D	1.00
M22	FSR Petroleum & Alt Fuels	430308	M22 Healthcare Co-ordinator	FRS D	1.00
M22	FSR Petroleum & Alt Fuels	430309	M22 Heritage Co-ord & CTIO	FRS D	1.00
M22	FSR Petroleum & Alt Fuels	430358	M22 AFSS Co-ordinator	FRS D	1.00
M22	FSR Petroleum & Alt Fuels	430363	M22 Petroleum Adviser	FRS C	2.00
M22 Total	FSR Petroleum & Alt Fuels				11.50
M23	Fire Engineering Group				
M23	Fire Engineering Group	430026	M23 SC Fire Engineering	Station Commander	2.00
M23	Fire Engineering Group	430026	M23 SC Fire Engineering	Station Commander	
M23	Fire Engineering Group	430240	M23 Fire Engineer	Station Officer	1.00
M23	Fire Engineering Group	430370	M23 StnO BDCH	Station Officer	2.00
M23	Fire Engineering Group	430370	M23 StnO BDCH	Station Officer	
M23	Fire Engineering Group	430303	M23 SubO BDCH Officer	Sub Officer	1.00
M23	Fire Engineering Group	430303	M23 SubO BDCH Officer	Sub Officer	
M23	Fire Engineering Group	430303	M23 SubO BDCH Officer	Sub Officer	
M23	Fire Engineering Group	430187	M23 Principal Fire Engineer	FRS G	2.00
M23	Fire Engineering Group	430187	M23 Principal Fire Engineer	FRS G	
M23	Fire Engineering Group	430326	M23 Senior Fire Engineer	FRS F	1.00
M23	Fire Engineering Group	430373	M23 BDCH Group Head	FRS F	1.00
M23	Fire Engineering Group	998824	M23 Fire Engineering SN	FRS F	0.00
M23	Fire Engineering Group	430002	M23 Fire Engineer	FRS E	8.00
M23	Fire Engineering Group	430002	M23 Fire Engineer	FRS E	
M23	Fire Engineering Group	430002	M23 Fire Engineer	FRS E	
M23	Fire Engineering Group	430002	M23 Fire Engineer	FRS E	

M23	Fire Engineering Group	430002	M23 Fire Engineer	FRS E	
M23	Fire Engineering Group	430002	M23 Fire Engineer	FRS E	
M23	Fire Engineering Group	430374	M23 BDCH Team Leader	FRS E	1.00
M23	Fire Engineering Group	430297	M23 Fire Engineering	FRS D	5.00
M23	Fire Engineering Group	430297	M23 Fire Engineering	FRS D	
M23	Fire Engineering Group	430297	M23 Fire Engineering	FRS D	
M23	Fire Engineering Group	430297	M23 Fire Engineering	FRS D	
M23	Fire Engineering Group	430298	M23 FEG Project & Off Co	FRS D	1.00
M23	Fire Engineering Group	430371	M23 BDCH Technician	FRS D	8.81
M23	Fire Engineering Group	430371	M23 BDCH Technician	FRS D	
M23	Fire Engineering Group	430371	M23 BDCH Technician	FRS D	
M23	Fire Engineering Group	430371	M23 BDCH Technician	FRS D	
M23	Fire Engineering Group	430371	M23 BDCH Technician	FRS D	
M23	Fire Engineering Group	430372	M23 BDCH Advisor	FRS C	3.00
M23	Fire Engineering Group	998802	M23 BDHC Admin Support Off SN	FRS B	0.00
M23 Total	Fire Engineering				36.81
M24	Performance & Training				
M24	Performance & Training	430091	M24 Group Commander	Group Commander	1.00
M24	Performance & Training	430215	M24 FSR Development	Station Commander	1.00
M24	Performance & Training	430349	M24 Enforcement	Station Commander	1.00
M24	Performance & Training	430257	M24 FSR Quality & Assur	FRS E	1.00
M24	Performance & Training	430288	M24 FSR Learning Manager	FRS E	1.00
M24	Performance & Training	430010	M24 QA & Audit Off	FRS D	2.00
M24	Performance & Training	430010	M24 QA & Audit Off	FRS D	
M24	Performance & Training	430300	M24 FSR Quality	FRS D	2.00
M24	Performance & Training	430289	M24 FSR Development	FRS C	1.00
M24 Total	Performance & Training				10.00
M25	Fire Investigation				

M25	Fire Investigation	430032	M25 GC Fire Investigation	Group Commander	1.00
M25	Fire Investigation	430095	M25 SC Fire Investigation	Station Commander	1.00
M25	Fire Investigation	430095	M25 SC Fire Investigation	Station Commander	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	20.00
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430100	M25 STNO Fire Investig Unit	Station Officer	
M25	Fire Investigation	430179	M25 STNO Fire Investig Support	Station Officer	1.00
M25	Fire Investigation	430296	M25 Cold Scene	FRS D	2.00
M25	Fire Investigation	430296	M25 Cold Scene	FRS D	
M25	Fire Investigation	430313	M25 Fire Investigation Off	FRS D	2.00
M25	Fire Investigation	430313	M25 Fire Investigation Off	FRS D	
M25	Fire Investigation	430313	M25 Fire Investigation Off	FRS D	

M25	Fire Investigation	430336	M25 FI Dev & Assurance Mgr	FRS D	1.00
M25	Fire Investigation	430336	M25 FI Dev & Assurance Mgr	FRS D	
M25 Total	Fire Investigation				28.00
M26	FSR Primary Auth Partnerships				
M26	FSR Primary Auth	440021	M26 SC Transport	Station Commander	1.00
M26	FSR Primary Auth	430216	M26 Business Support Off	Station Officer	2.00
M26	FSR Primary Auth	440027	M26 STNO	Station Officer	2.00
M26	FSR Primary Auth	430237	M26 Business Support Off	Sub Officer	1.00
M26	FSR Primary Auth	440156	M26 SUBO	Sub Officer	1.00
M26	FSR Primary Auth	430230	M26 PABG & TLG Mgr	FRS F	1.00
M26	FSR Primary Auth	430235	M26 Business Support TL	FRS E	1.00
M26	FSR Primary Auth	320353	M26 Business Support Off	FRS D	1.00
M26	FSR Primary Auth	320353	M26 Business Support Off	FRS D	
M26	FSR Primary Auth	430016	M26 Inspecting Off Transport	FRS D	2.00
M26	FSR Primary Auth	430016	M26 Inspecting Off Transport	FRS D	
M26	FSR Primary Auth	430367	M26 Business Support Off	FRS D	1.00
M26	FSR Primary Auth	430238	M26 Bus Support Grp	FRS C	1.50
M26	FSR Primary Auth	430238	M26 Bus Support Grp	FRS C	
M26	FSR Primary Auth	430364	M26 Transport Adviser	FRS C	1.00
M26	FSR Primary Auth Partnerships	430324	M26 Admin Asst BSG & Petroleum	FRS B	1.00
M26 Total	FSR Primary Auth Partnerships				16.50
M29	FSR Management Group				
M29	FSR Management	420028	M29 AC Fire Safety	Asst Commissioner	1.00
M29	FSR Management	310157	M29 Hd of FS Delivery	Deputy Asst Comm	1.00
M29	FSR Management	430022	M29 Hd of Central Teams	Deputy Asst Comm	1.00
M29	FSR Management	430274	M29 Hd of FS Serv	Deputy Asst Comm	1.00

M29	FSR Management	430274	M29 Hd of FS Serv	Deputy Asst Comm	
M29	FSR Management	430383	M29 Staff Officer (FS)	Station Officer	1.00
M29	FSR Management	430360	M29 Staff Officer (FS)	Sub Officer	0.00
M29	FSR Management	430384	M29 Supp Off to DAC Delivery	Sub Officer	1.00
M29	FSR Management	430176	M29 Strategic Tech Advisor	FRS G	1.00
M29	FSR Management Group	430258	M29 Management Support Off	FRS F	1.00
M29	FSR Management	430007	M29 FSR Perf Monitoring Off	FRS E	1.00
M29	FSR Management	998840	M29 Programme	FRS D	0.00
M29	FSR Management Group	430233	M29 Admin Management Supp Off	FRS C	1.00
M29 Total	FSR Management Group				10.00
M32	Education Team				
M32	Education Team	450049	M32 Hd of Youth Sevices	FRS F	1.00
M32	Education Team	430294	M32 Education Team Mgr	FRS D	1.00
M32	Education Team	430380	M32 Youth Projects & Comms Mgr	FRS D	1.00
M32	Education Team	450169	M32 Education Team Dep Mgr	FRS C	1.00
M32	Education Team	450050	M32 Education Support Co-ord	FRS B	1.00
M32	Education Team	450052	M32 Education Officer	FRS B	6.68
M32	Education Team	450052	M32 Education Officer	FRS B	
M32	Education Team	450052	M32 Education Officer	FRS B	
M32	Education Team	450052	M32 Education Officer	FRS B	
M32	Education Team	450052	M32 Education Officer	FRS B	
M32	Education Team	450052	M32 Education Officer	FRS B	
M32	Education Team	450052	M32 Education Officer	FRS B	
M32	Education Team	450052	M32 Education Officer	FRS B	
M32	Education Team	450052	M32 Education Officer	FRS B	
M32	Education				11.68

M35	Firesetter Intervention Scheme				
M35	Firesetter Intervention Scheme	430062	M35 Fire Int Scheme (FIS) Mgr	FRS D	1.00
M35	Firesetter Intervention Scheme	430063	M35 FIS Caseworker	FRS C	4.20
M35	Firesetter Intervention Scheme	430063	M35 FIS Caseworker	FRS C	
M35	Firesetter Intervention Scheme	430063	M35 FIS Caseworker	FRS C	
M35	Firesetter Intervention Scheme	430063	M35 FIS Caseworker	FRS C	
M35	Firesetter Intervention Scheme	430063	M35 FIS Caseworker	FRS C	
M35	Firesetter Intervention Scheme	430205	M35 FIS Admin Asst	FRS B	1.00
M35 Total	Firesetter Intervention Scheme				6.20
M39	FSR Admin Support Team				
M39	FSR Admin Support Team	430223	M39 FSR Admin Manager	FRS E	1.00
M39	FSR Admin Support Team	430217	M39 FSR Admin Support	FRS D	2.00
M39	FSR Admin Support Team	430217	M39 FSR Admin Support	FRS D	
M39	FSR Admin Support Team	430218	M39 FSR Administrative	FRS C	5.00
M39	FSR Admin Support Team	430218	M39 FSR Administrative	FRS C	
M39	FSR Admin Support Team	430218	M39 FSR Administrative	FRS C	
M39	FSR Admin Support Team	430218	M39 FSR Administrative	FRS C	
M39	FSR Admin Support Team	430218	M39 FSR Administrative	FRS C	
M39	FSR Admin Support Team	430259	M39 L&D Officer	FRS C	2.00
M39	FSR Admin Support Team	430259	M39 L&D Officer	FRS C	
M39	FSR Admin Support Team	430219	M39 FSR Admin Support	FRS B	34.60
M39	FSR Admin Support Team	430219	M39 FSR Admin Support	FRS B	
M39	FSR Admin Support Team	430219	M39 FSR Admin Support	FRS B	
M39	FSR Admin Support Team	430219	M39 FSR Admin Support	FRS B	

M41	Safety First	430330	M41 Safety First Education Off	FRS B	1.00
M41	Safety First	430332	M41 Bookings Co-ord (SF)	FRS B	1.00
M41	Safety First				3.00
M42	Central Life Team				
M42	Central Life Team	450217	M42 Youth Intervention TL	FRS D	1.00
M42 Total	Central Life Team				1.00
M45	Fire, Safe & Well Visits				
M45	Fire, Safe & Well Visits	430265	M45 CS Mgr Health	FRS F	1.00
M45	Fire, Safe & Well Visits	430315	M45 Dep CS Development	FRS E	1.00
M45	Fire, Safe & Well Visits	430133	M45 Snr CS Development	FRS D	1.00
M45	Fire, Safe & Well Visits	430254	M45 FS Project Off - Health	FRS D	1.00
M45	Fire, Safe & Well Visits	430262	M45 FS Project Off - Health	FRS D	1.00
M45	Fire, Safe & Well Visits	430065	M45 CS Development	FRS C	1.75
M45	Fire, Safe & Well Visits	430065	M45 CS Development	FRS C	
M45	Fire, Safe & Well Visits	430261	M45 CS Development Off Health	FRS C	1.00
M45 Total	Fire, Safe & Well Visits				7.75
M96	Community Safety Policy				
M96	Community Safety Policy	430292	M96 Hd of Admin, Pol & Strat	FRS G	1.00
M96	Community Safety Policy	450028	M96 CS Mgr	FRS F	1.00
M96	Community Safety Policy	430132	M96 Dep CS Development	FRS E	1.00
M96	Community Safety Policy	430175	M96 Dep CS Development	FRS E	1.00
M96	Community Safety Policy	430385	M96 Policy Strategy Team Lead	FRS E	1.00
M96	Community Safety Policy	430061	M96 Snr CS Development	FRS D	1.00
M96	Community Safety Policy	430253	M96 Snr CS Development Off ALT	FRS D	1.00
M96	Community Safety Policy	430344	M96 Snr CS Development	FRS D	1.00
M96	Community Safety Policy	430143	M96 CS Development	FRS C	1.00
M96	Community Safety Policy	430268	M96 CS Development	FRS C	3.69

M96	Community Safety Policy	430268	M96 CS Development	FRS C	
M96	Community Safety Policy	430268	M96 CS Development	FRS C	
M96	Community Safety Policy	430268	M96 CS Development	FRS C	
M96 Total	Community Safety Policy				12.69
M98	Fire Cadets				
M98	Fire Cadets	430251	M98 Fire Cadets Ops	Sub Officer	1.00
M98	Fire Cadets	430366	M98 Fire Cadets Ops	Firefighter	3.00
M98	Fire Cadets	430366	M98 Fire Cadets Ops	Firefighter	
M98	Fire Cadets	430366	M98 Fire Cadets Ops	Firefighter	
M98	Fire Cadets	430366	M98 Fire Cadets Ops	Firefighter	
M98	Fire Cadets	430366	M98 Fire Cadets Ops	Firefighter	
M98	Fire Cadets	430277	M98 Dep Hd of Youth Services	FRS E	2.00
M98	Fire Cadets	430277	M98 Dep Hd of Youth Services	FRS E	
M98	Fire Cadets	430232	M98 Fire Cadets Mgr	FRS D	2.00
M98	Fire Cadets	430232	M98 Fire Cadets Mgr	FRS D	
M98	Fire Cadets	430381	M98 Youth Part & Policy Mgr	FRS D	1.00
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	9.00
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430220	M98 Fire Cadets Co-	FRS C	
M98	Fire Cadets	430320	M98 Fire Cadets Volun	FRS C	1.00
M98	Fire Cadets	430376	M98 Fire Cadets Vol Rec	FRS B	1.00
M98	Fire Cadets				20.00

R66	FSR Building Safety Programme				
R66	FSR Building Safety Programme	430321	R66 Hd of Building Safety Prog	TMG C	1.00
R66	FSR Building Safety	430322	R66 LFB BSP Technical	FRS G	1.00
R66	FSR Building Safety	430338	R66 BSP Senior Policy Advisor	FRS G	1.00
R66	FSR Building Safety	430339	R66 Protection Board Tech	FRS F	1.00
R66	FSR Building Safety	430340	R66 Protection Board Admin	FRS E	1.00
R66	FSR Building Safety	430329	R66 Data & Insight Analyst	FRS D	1.00
R66	FSR Building Safety	430323	R66 Admin Supp &	FRS C	1.00
R66 Total	FSR Building Safety Programme				7.00
Total	Prevention & Protection				417.03



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London

Job Title:	FSCLE Fire Safety Adviser Mentor
Employer:	London Fire Commissioner
Post Number:	998886
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Location:	Fire Safety Centre of Learning and Excellence, Shoreditch (candidates maybe required to attend other locations depending on facility availability)
Reports to:	Fire Safety Team Leader (Role/Grade: Station Manager/FRS E)
Responsible for:	No line management responsibilities

How this job contributes to our vision:

The role contributes to the Brigade's principal aim of making London a safer city by helping to ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through the inspection and audit of premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

1.6 Use all information systems in accordance with the GDPR and Data Protection Act.

2. Fire Safety

2.1 Contribute to the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.

2.2 To lead or observe Fire Safety Advisers who are on development on fire safety inspections and audits of simple premises types to support, develop and mentor new LFB FSA's, assess their progress and provide feedback.

2.3 To lead or observe discussions between Fire Safety Advisers and responsible persons of premises on the above RRO and agree the steps necessary to achieve compliance with the legislation.

3. Administration

3.1 Accurately record all work activities in whatever format is required. Keep records up to date.

3.2 Produce written reports, briefs, emails and correspondence as required and in a timely manner.

3.3 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

3.4 Handle information in accordance with agreed procedures and the requirements of the GDPR, Data Protection and Freedom of Information Acts.

4. General

4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures.

4.2 Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

4.3 Carry out the duties of the post with regard to the Brigade's Equalities Policy and Togetherness Strategy.

4.4 Carry out organisational security measures and report any security risk or breaches.

4.5 Develop and present appropriate FSCLE PowerPoint presentations

4.6 Liaise with and support other LFB departments and specialist teams

Note 1:

In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2:

Candidates should be aware that the post of Fire Safety Adviser (Mentor) involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3:

Within the role of mentor, you will be required to deliver guided learning to cohorts. Deliver presentations. Provide guidance, advice, feedback, and support to the mentee, serving variously as role model, meeting the specific goals and objectives attributed to the delivery of Fire Safety Advisers.

Note 4:

There may be a requirement to carry out some inspections outside normal working hours.

These are criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all, if none are highlighted.

If you do not address the relevant criteria on your application from it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 08/02/2023

1. Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/persuade outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 A working knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 Level 4 Fire Safety Certificate or equivalent qualification/experience.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the GDPR, Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 08/02/2024

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:	
B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	

<p>Summary:</p> <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner. 	
B5	Teamwork
<i>Works with others to achieve results.</i>	
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives. 	
B6	Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>	
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring. 	
ACCOUNTABILITY:	
B7	Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>	
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working. 	
B8	Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>	
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours. 	
B9	Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>	

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London

Job Title:	Fire Safety Adviser
Employer:	London Fire Commissioner
Post Number:	430369
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Location:	Fire Safety Centre of Learning
Reports to:	Fire Safety Team Leader (Role/Grade: Station Manager/FRS E)
Responsible for:	No line management responsibilities

How this job contributes to our vision:

The role contributes to the Brigade's principal aim of making London a safer city by helping to ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through the inspection and audit of premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

1.6 Use all information systems in accordance with the GDPR and Data Protection Act.

2. Fire Safety

2.1 Contribute to the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.

2.2 To lead or observe Fire Safety Advisers who are on development on fire safety inspections and audits of all premises types to assess their competency and provide informal feedback. Carry out fire safety inspections/re-inspections and audits of premises to assess their risks and the adequacy of their fire precautionary arrangements.

2.3 To lead or observe discussions between Fire Safety Advisers and responsible persons of premises on the above RRO and agree the steps necessary to achieve compliance with the legislation.

2.4 Provide fire safety advice to businesses and consult with other enforcing authorities (primarily the London borough councils) in respect of fire safety provisions within premises.

3. Administration

3.1 Accurately record all work activities in whatever format is required. Keep records up to date.

3.2 Produce written reports, briefs, emails and correspondence as required and in a timely manner.

3.3 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

3.4 Handle information in accordance with agreed procedures and the requirements of the GDPR, Data Protection and Freedom of Information Acts.

4. General

4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures.

4.2 Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

4.3 Carry out the duties of the post with regard to the Brigade's Equalities Policy and Togetherness Strategy.

4.4 Carry out organisational security measures and report any security risk or breaches.

Note 1:

In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2:

Candidates should be aware that the post of Fire Safety Adviser (Mentor) involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3:

Within the role of mentor, you will be required to deliver guided learning to cohorts. Deliver presentations. Provide guidance, advice, feedback, and support to the mentee, serving variously as role model, meeting the specific goals and objectives attributed to the delivery of Fire Safety Advisers.

Note 4:

There may be a requirement to carry out some inspections outside normal working hours.

These are criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all, if none are highlighted.

If you do not address the relevant criteria on your application from it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 22 March 2022

1. Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/persuade outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 A working knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 Level 4 Fire Safety Certificate or equivalent qualification/experience.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the GDPR, Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 22 March 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:	
B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	

<p>Summary:</p> <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner. 	
B5	Teamwork
<i>Works with others to achieve results.</i>	
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives. 	
B6	Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>	
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring. 	
ACCOUNTABILITY:	
B7	Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>	
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working. 	
B8	Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>	
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours. 	
B9	Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>	

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

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Our purpose – Trusted to serve and protect London **Our vision** – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	North West Fire Safety Team Leader
Employer:	London Fire Commissioner
Post Number:	430234
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Section:	FSR Enforcement (NW, NE, SE, SW)
Location:	FSR Team (As allocated)
Reports to:	Area Fire Safety Manager (FSR Enforcement)
Staff Directly Responsible For:	Team of Fire Safety Inspecting Officers

How this role contributes to our vision:

The post-holder will provide effective day-to-day management and co-ordination of human and physical resources in Fire Safety Teams, support Fire Safety personnel to provide effective service delivery. As part of a multi-disciplined team, the post holder assists the Brigade in the discharge of its statutory fire safety functions. The purpose of this legislation is to make London a safer city.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal and team workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Policies and Procedures

- 3.1 Provide advice and support on Fire Safety regulations and guidance documents to Senior Officers, Borough Teams, FSR Inspecting Officers, external organisations and members of the public.
- 3.2 Be aware of, and advise others on, the content and interpretation of fire safety legislation and associated guides, British Standards, Codes of Practice, etc.
- 3.3 Undertake research into policy matters and provide technical input for reports, briefing documents for Senior Officers and replies to correspondence which will be primarily of a technical or legal nature.
- 3.4 Prepare and deliver to FSR Team members training materials relating to new or revised standards, policies and procedures.

4. General

- 4.1. Represent FSR at internal and external meetings as necessary.

- 4.2 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Maintain confidentiality of information in accordance with agreed procedures and the principles of the Data Protection and Freedom of Information Acts.
- 4.3 Provide technical advice and assistance as necessary to Fire Station personnel and other departments.

5. Health and Safety

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 5.1 Carry out organisational security measures and report any security risk or breaches.

Notes:

(a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

(b) This post is part of a new structure for the Directorate of Fire and Community Safety and will be subject to review as the post develops.

Date: 06 Sept 2022

Selection Criteria For: North West Fire Safety Team Leader (Fire Safety) **Grade:** FRS E

1. Experience

1.1 Experience of dealing with, and providing advice on technical fire safety issues and audit and enforcement practices under current legislation.

1.2 Experience of working within a fire safety function and the practical application of risk based fire safety principles.

1.3 Experience in the use of a wide range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in an office environment.

1.4 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.

2. Skills

2.1 Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.

2.2 Effective oral and written communication skills in order to communicate clearly and effectively with staff at all levels and representatives of external organisations and professions.

2.3 Analytical skills in order to undertake research and to provide concise summaries of findings.

3. Knowledge

3.1 Detailed knowledge of regulatory fire safety legislation, procedures and policies.

3.2 A thorough understanding of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties of the post.

3.3 An understanding of health and safety issues within an office environment together with an awareness of the regulations governing the use of display screen equipment.

3.4 An understanding of the importance of ensuring confidentiality and security including an awareness of the principles of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 06 Sept 2022

LFB BEHAVIOURS

FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>

Summary:

- Prioritises being trustworthy, leading with consistency, patience and reliability.
- Demonstrates and promotes an honest and unbiased approach.
- Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.

TOGETHERNESS:

B4 Inclusive

Includes others and welcomes everyone.

Summary:

- Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.
- Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.
- Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.

B5 Teamwork

Works with others to achieve results.

Summary:

- Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes.
- Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement.
- Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition.
- Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including:
 - regular feedback, one-to-one discussions, training, coaching and mentoring.
- Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively.
- Is accountable for mistakes and delays, taking action to resolve them.
- Seeks and provides up-to-date information and proactively monitors quality and progress.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational.
- Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery.
- Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Is a champion for positive change, driving forward innovation and new ways of working.
- Takes the initiative to resolve problems.
- Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job description

Job Title:	South-North West Fire Safety Manager
Employer:	London Fire Commissioner
Post Number:	430229
Grade:	FRS F
Directorate:	Operations
Department:	Fire Safety Regulation
Location:	Croydon Wembley
Responsible to:	Deputy Assistant Commissioner (DAC) Fire Safety Regulation
Staff Directly Responsible for:	Team Leaders (Grade FRS E) and Station Managers x 5

How This Job Contributes To Our Vision:
By providing effective overall management and co-ordination of human and physical resources in Fire Safety Teams. To deliver excellent performance and leadership to ensure FSR targets and enforcement is delivered across their area of responsibility.

Main Duties and Responsibilities

1. Leadership and Management

- 1.1 To advise the Deputy Assistant Commissioner and other senior officers on all policy related issues concerning the Brigade's duties and statutory obligations under FSR legislation.
- 1.2 To assist in the interpretation of FSR legislation and the preparation of legal cases taken under such legislation.
- 1.3 To provide technical and policy support to Fire Safety inspectors and Enforcement Station Managers in respect of any complex or special cases.
- 1.4 To create and implement team plans that enable the FSR team to meet the targets as set by Senior Management.
- 1.5 To sign enforcement notices, checking and verifying that they follow legal and Brigade protocols.

- 1.6 To audit and calibrate the output of the team, ensuring that a consistent approach is taken at all times.
- 1.7 To actively promote the implementation of corporate policy initiatives, supporting staff through the change process.

2. Communication

- 2.1 To conduct briefings and presentations to groups of all sizes, on various FSR related topics and to varied audiences.
- 2.2 To provide witness statements and attend court, as required, in line with Brigade policies.
- 2.3 To represent the Brigade at meetings with external stakeholders and government organisations.
- 2.4 To positively communicate and support managerial and Brigade decisions.
- 2.5 To positively communicate and support the implementation of Brigade Policies, procedures and management guidance.
- 2.6 To draft complex reports, briefing notes, and correspondence.
- 2.7 To participate, as required, on working groups, project teams and committees.

3. Performance Management

- 3.1 To be responsible for the overall leadership and management of staff in a team, in line with Brigade policies, practices and management guidance.
- 3.2 To lead and manage the performance and development of staff within their line management chain with the aim of providing a flexible and efficient team that delivers on time and against the agreed objectives.
- 3.3 To assess and develop staff against set criteria in a range of processes including: PRDS; CPD; Recruitment etc; in accordance with Brigade policies and standardisation procedures.
- 3.4 To liaise with a range of Brigade Departments to ensure personnel are trained and developed in accordance with Brigade policies.
- 3.5 To undertake investigation, preside over and present at Brigade employment procedures for uniformed and non-uniformed staff, in accordance with Brigade Disciplinary procedures
- 3.6 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 3.7 To ensure that staff in the line management chain are conversant in the Brigade policies and procedures that affect their post.
- 3.8 To be proactive in ensuring specified corporate targets are achieved e.g. Sickness absence; budgetary compliance etc.

3.9 Keep informed of Brigade policies in relation to the role and the level of responsibility. Carry out all activities in accordance with these policies, asking for training and guidance if necessary.

4. External Engagement

4.1 To represent the Brigade at meetings, as determined by the line manager.

4.2 To take a proactive approach to representing the Brigade in a positive light, in due accordance with Brigade procedures, protocols, values and aims.

5. Administration

5.1 Complete personnel and training records as part of day to day duties, to support information management.

5.2 To monitor departmental/team budgets.

5.3 To compile and provide statistical information on a range of work streams to inform decision making.

5.4 To verify and sign off forms such as expense claims, mileage claims etc.

5.5 Ensure the security of confidential and sensitive information/data, in accordance with the Data Protection and Freedom of Information Acts

5.6 To ensure that environmental impacts are considered when carrying out the duties of the post.

5.7 To lead and participate, as required, on working groups, project teams and committees.

5.8 To have a corporate understanding of Brigade equality policies, aims and objectives, and ensure that managers reporting to them set local objectives and uphold standards of behaviour that contribute towards these. To be responsible for applying a consistent and appropriate approach to managing individual and diverse needs in the workplace, in line with equalities and personnel policies.

5.9 Ensure compliance with the guidance relating to the use of display screen equipment.

5.10 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.

5.11 Investigate accidents and near miss events, prepare reports and action plans including necessary corrective actions.

5.12 To be responsible for the application and enforcement of the brigades Health & Safety Policies and to undertake proactive action to reduce accidents and dangerous occurrences in the workplace or on the incident ground.

Note 1: The nature of the duties may require you to work flexibly outside your core hours from time to time.

Note 2 The post holder must will hold a full UK driving licence.

Note 3: This is a new role and the duties and responsibilities may be subject to change as the role evolves.

Note 4: In addition to the duties set out above you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities of the post.

Date: ~~20 March~~ 31 May 2019

1. Experience

- 1.1 Experience of managing teams and delivering excellent performance through structured performance management systems.
- 1.2 Practical experience of directing and undertaking projects and research, analysing information and preparing concise summaries of research undertaken.
- 1.3 Experience of organising, planning and prioritising own work, and the ability to manage others workloads.
- 1.4 Experience of using a range of software applications, such as spread sheets, zone models, field models and other technical packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective relationships internally and externally ensuring high levels of customer care and to undertake presentations to a variety of audiences.
- 2.2 Highly effective communication skills in order to liaise with and advise staff at all levels, to summarise management and technical information for non-technical recipients and to draft complex reports and deliver complex presentations to aid others in decision making.
- 2.3 Good numerical skills in order to manage and monitor budgets.

3. Knowledge

- 3.1 A knowledge of both prescriptive and performance-based fire safety techniques and ability to apply them to the built environment together with an understanding of current fire safety legislation and associated guidance and regulations.
- 3.2 A broad knowledge of building construction and emerging themes such as new building technologies, sustainability and the impact of these themes on the application fire engineering.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibility with regard to the policy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager;
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: ~~20-March~~ 31 May 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Fire Safety Inspecting Officer
Employer:	London Fire Commissioner
Post Number:	430156, 430161, 430166, 430171
Grade:	FRS D
Directorate:	Operational Delivery and Assurance
Department:	Fire Safety Regulation
Location:	Borough/HQ Team
Reports to:	Fire Safety Team Leader (Station Commander/FRS E)
Responsible for:	No line management responsibilities

How this job contributes to our vision:

We ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through the inspection and audit of premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities. It is also achieved through pro-active engagement with relevant stakeholders and responsible persons to ensure that they are aware of their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed in detail and promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager and/or development officer. Monitor own performance against agreed indicators and objectives.
- 1.5 Take responsibility for ensuring own continuing professional development, maintaining the necessary level of health and fitness to carry out your role, in line with Brigade policy. Identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.

2. Fire Safety

- 2.1 Take responsibility for the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.
- 2.2 Carry out fire safety inspections/re-inspections and audits of all premises types to assess their risks and the adequacy of their fire safety arrangements.
- 2.3 Discuss with and provide advice to responsible persons of all premises types on the RRO and agree the steps necessary to achieve compliance with the legislation.
- 2.4 Consult with other enforcing authorities (primarily the London borough councils) in respect of fire safety provisions within premises.
- 2.5 Carry out specialist functions and roles as required.
- 2.6 Provide technical advice and support on fire safety regulations and guidance documents to Fire Safety Advisors, Fire Safety Regulation staff and other internal and external stakeholders as required.
- 2.7 Support operational crews, Fire Safety Advisors, Fire Safety Regulation staff and other internal and external stakeholders to develop their knowledge in Fire Safety Regulation in order for them to understand risk in the built environment.

3 Business Engagement

- 3.1 Interact with external stakeholders, responsible persons of premises, which may include attending meetings and giving presentations to internal and external audiences on fire safety matters which may include business continuity.
- 3.2 Discuss information on business continuity and resilience with responsible persons.

4 Administration

- 4.2 Accurately record all work activities in whatever format is required. Keep records up to date.
- 4.3 Produce a high standard of written reports, briefs, emails and correspondence in a timely manner as required which may be submitted as evidence in legal proceedings.
- 4.4 Use the information and communication systems of the Brigade in accordance with Brigade policies.

4.5 Handle information in accordance with agreed procedures and the requirements of the General Data Protection Regulation and Freedom of Information Acts,

5 General

5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to Brigade procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with Brigade procedures. Ensure compliance with the Display Screen Equipment Regulations.

5.2 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles of the Togetherness Strategy and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.

5.3 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Policies.

5.4 Carry out organisational security measures and report any security risk or breaches.

5.5 Work in accordance with the lone worker policy.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: Candidates should be aware that this post involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3: There may be a requirement to carry out some fire safety inspector activities outside normal working hours.

Note 4: A proven ability to inspect and make statutory comment on complex premises with minimal supervision is required at this level.

Date: 17 February 2021

Selection Criteria For : Fire Safety Inspecting Officer Grade: FRS D

1. Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel, members of the public and external agencies and professionals.
- 2.2 Have effective written communication skills to a high standard in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 A working knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 A requirement to attend a structured programme of externally verified training arranged by the Brigade, leading initially to a Level 3 Certificate in Fire Safety (Fire Auditors) followed by the Level 4 Certificate.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 17 February 2021



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London

Job Description

Job Title:	Fire Safety Advisor
Employer:	London Fire Commissioner
Post Number:	430305
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Location:	North West
Reports to:	Fire Safety Team Leader (Grade: Station Manager/FRS E)
Staff Directly Responsible for:	No line management responsibilities

How this job contributes to our vision:

The role contributes to the Brigade's principal aim of making London a safer city by helping to ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through the inspection and audit of premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.6 Use all information systems in accordance with the GDPR and Data Protection Act.

2. Fire Safety

- 2.1 Contribute to the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.
- 2.2 Carry out fire safety inspections/re-inspections and audits of premises to assess their risks and the adequacy of their fire precautionary arrangements.
- 2.3 Discuss with responsible persons of premises on the above RRO and agree the steps necessary to achieve compliance with the legislation.
- 2.4 Provide fire safety advice to businesses and consult with other enforcing authorities (primarily the London borough councils) in respect of fire safety provisions within premises.

3. Administration

- 3.1 Accurately record all work activities in whatever format is required. Keep records up to date.
- 3.2 Produce written reports, briefs, emails and correspondence as required and in a timely manner.
- 3.3 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 3.4 Handle information in accordance with agreed procedures and the requirements of the GDPR, Data Protection and Freedom of Information Acts.

4. General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures.
- 4.2 Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 4.3 Carry out the duties of the post with regard to the Brigade's Equalities Policy.
- 4.4 Carry out organisational security measures and report any security risk or breaches.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: Candidates should be aware that the post of inspecting officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3: There may be a requirement to carry out some inspections outside normal working hours.

Date: 30 October 2020

1. Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/persuade outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 A working knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 A requirement to attend a structured programme of externally verified training arranged by the Brigade, leading initially to a Level 3 Certificate in Fire Safety (Fire Auditors) followed by the Level 4 Certificate.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the GDPR, Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 10 January 2019



LONDON FIRE BRIGADE

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job description

Job Title:	Area Fire Safety Manager
Employer:	London Fire Commissioner
Post number:	430169
Grade:	FRS F
Directorate:	Operations
Department:	Fire Safety Regulation
Location:	South East London
Responsible to:	Deputy Assistant Commissioner (DAC) Fire Safety Regulation
Staff Directly Responsible for:	Area Team Leaders (Grade FRS E and Station Managers)

How This Job Contributes To Our Vision:

By providing effective overall management and co-ordination of human and physical resources in Fire Safety Teams. To deliver excellent performance and leadership to ensure FSR targets and enforcement is delivered across their area of responsibility.

Main Duties and Responsibilities

1. Leadership and Management

- 1.1 To lead teams discharging the London Fire Brigade's responsibilities under Fire service Act 2004; educating and advising public, responsible persons and other authorities about fire safety
- 1.2 To lead teams discharging The Authority's responsibilities under the Regulatory Reform (Fire Safety) order 2005; to educate , advise and enforce on the duties of the order.
- 1.3 To advise the Deputy Assistant Commissioner and other senior officers on all policy related issues concerning the Brigade's duties and statutory obligations under FSR legislation.
- 1.4 To assist in the interpretation of FSR legislation and the preparation of legal cases taken under such legislation.

- 1.5 To provide technical and policy support to Fire Safety inspectors and Enforcement Station Managers in respect of any complex or special cases.
- 1.6 To create and implement team plans that enable the FSR team to meet the targets as set by Senior Management.
- 1.7 To ensure area enforcement action is in line with Enforcement concordat and policy.
- 1.8 To audit and calibrate the output of the team, ensuring that a consistent approach is taken at all times.
- 1.9 To actively promote the implementation of corporate policy initiatives, supporting staff through the change process.

2. Communication

- 2.1 To conduct briefings and presentations to groups of all sizes, on various FSR related topics and to varied audiences.
- 2.2 To provide witness statements and attend court, as required, in line with Brigade policies.
- 2.3 To represent the Brigade at meetings with external stakeholders and government organisations.
- 2.4 To positively communicate and support managerial and Brigade decisions.
- 2.5 To positively communicate and support the implementation of Brigade Policies, procedures and management guidance.
- 2.6 To draft complex reports, briefing notes, and correspondence.
- 2.7 To participate, as required, on working groups, project teams and committees.

3. Performance Management

- 3.1 To be responsible for the overall leadership and management of staff in a team, in line with Brigade policies, practices and management guidance.
- 3.2 To lead and manage the performance and development of staff within their line management chain with the aim of providing a flexible and efficient team that delivers on time and against the agreed objectives.
- 3.3 To assess and develop staff against set criteria in a range of processes including: PRDS; CPD; Recruitment etc; in accordance with Brigade policies and standardisation procedures.
- 3.4 To liaise with a range of Brigade Departments to ensure personnel are trained and developed in accordance with Brigade policies.
- 3.5 To undertake investigation, preside over and present at Brigade employment procedures for uniformed and non-uniformed staff, in accordance with Brigade Disciplinary procedures
- 3.6 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.

- 3.7 To ensure that staff in the line management chain are conversant in the Brigade policies and procedures that affect their post.
- 3.8 To be proactive in ensuring specified corporate targets are achieved e.g. Sickness absence; budgetary compliance etc.
- 3.9 Keep informed of Brigade policies in relation to the role and the level of responsibility. Carry out all activities in accordance with these policies, asking for training and guidance if necessary.

4. External Engagement

- 4.1 To represent the Brigade at meetings, as determined by the line manager.
- 4.2 To take a proactive approach to representing the Brigade in a positive light, in due accordance with Brigade procedures, protocols, values and aims.

5. Administration

- 5.1 Complete personnel and training records as part of day to day duties, to support information management.
- 5.2 To monitor departmental/team budgets.
- 5.3 To compile and provide statistical information on a range of work streams to inform decision making.
- 5.4 To verify and sign off forms such as expense claims, mileage claims etc.
- 5.5 Ensure the security of confidential and sensitive information/data, in accordance with the Data Protection and Freedom of Information Acts
- 5.6 To ensure that environmental impacts are considered when carrying out the duties of the post.
- 5.7 To lead and participate, as required, on working groups, project teams and committees.
- 5.8 To have a corporate understanding of Brigade equality policies, aims and objectives, and ensure that managers reporting to them set local objectives and uphold standards of behaviour that contribute towards these. To be responsible for applying a consistent and appropriate approach to managing individual and diverse needs in the workplace, in line with equalities and personnel policies.
- 5.9 Ensure compliance with the guidance relating to the use of display screen equipment.
- 5.10 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 5.11 Investigate accidents and near miss events, prepare reports and action plans including necessary corrective actions.
- 5.12 To be responsible for the application and enforcement of the brigades Health & Safety Polices and to undertake proactive action to reduce accidents and dangerous occurrences in the workplace or on the incident ground.

Note 1: The nature of the duties may require you to work flexibly outside your core hours from time to time.

Note 2 The post holder must will hold a full UK driving licence.

Note 3: This is a new role and the duties and responsibilities may be subject to change as the role evolves.

Note 4: In addition to the duties set out above you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities of the post.

Date: 8 March 2019

Selection Criteria For: Fire Safety Regulation Area Delivery Manager **Grade:** FRS F

1. Experience

- 1.1 Experience of managing teams and delivering excellent performance through structured performance management systems.
- 1.2 Practical experience of directing and undertaking projects and research, analysing information and preparing concise summaries of research undertaken.
- 1.3 Experience of organising, planning and prioritising own work, and the ability to manage others workloads.
- 1.4 Experience of using a range of software applications, such as spread sheets, zone models, field models and other technical packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective relationships internally and externally ensuring high levels of customer care and to undertake presentations to a variety of audiences.
- 2.2 Highly effective communication skills in order to liaise with and advise staff at all levels, to summarise management and technical information for non-technical recipients and to draft complex reports and deliver complex presentations to aid others in decision making.
- 2.3 Good numerical skills in order to manage and monitor budgets.

3. Knowledge

- 3.1 A knowledge of both prescriptive and performance-based fire safety techniques and ability to apply them to the built environment together with an understanding of current fire safety legislation and associated guidance and regulations.
- 3.2 A broad knowledge of building construction and emerging themes such as new building technologies, sustainability and the impact of these themes on the application fire engineering.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibility with regard to the policy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager;
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 8 March 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title: Fire Safety Team Leader

Employer: London Fire Commissioner

Post no: 430193 & 430234

Grade: FRS E

Directorate: Operations

Department: Fire Safety

Section: FSR Delivery (North and South)

Location: FSR Team (As allocated)

Reports to: Area Fire Safety Manager (FSR Delivery)

Staff directly responsible for: Team of Fire Safety Inspecting Staff

How this role contributes to our vision:

The post-holder will provide effective day-to-day management and co-ordination of human and physical resources in Fire Safety Teams, support Fire Safety personnel to provide effective service delivery. As part of a multi-disciplined team, the post holder assists the Brigade in the discharge of its statutory fire safety functions. The purpose of this legislation is to make London a safer city.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal and team workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Policies and Procedures

- 3.1 Provide advice and support on Fire Safety regulations and guidance documents to Senior Officers, Borough Teams, FSR Inspecting staff, external organisations and members of the public.
- 3.2 Be aware of, and advise others on, the content and interpretation of fire safety legislation and associated guides, British Standards, Codes of Practice, etc.
- 3.3 Undertake research into policy matters and provide technical input for reports, briefing documents for Senior Officers and replies to correspondence which will be primarily of a technical or legal nature.
- 3.4 Prepare and deliver to FSR Team members training materials relating to new or revised standards, policies and procedures.

4. General

- 4.1. Represent FSR at internal and external meetings as necessary.
- 4.2 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Maintain confidentiality of information in accordance with agreed procedures and the principles of the Data Protection and Freedom of Information Acts.
- 4.3 Provide technical advice and assistance as necessary to Fire Station personnel and other departments.

5. Health and Safety

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 5.1 Carry out organisational security measures and report any security risk or breaches.

Notes:

(a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

(b) This post will be subject to review as the post develops.

Date: 18 February 2022

Selection Criteria For: Fire Safety Team Leader (Fire Safety)

1. Experience

- 1.1 Experience of dealing with, and providing advice on technical fire safety issues and audit and enforcement practices under current legislation.
- 1.2 Experience of working within a fire safety function and the practical application of risk based fire safety principles.
- 1.3 Experience in the use of a wide range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in an office environment.
- 1.4 **Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.**

2. Skills

- 2.1 **Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.**
- 2.2 Effective oral and written communication skills in order to communicate clearly and effectively with staff at all levels and representatives of external organisations and professions.
- 2.3 Analytical skills in order to undertake research and to provide concise summaries of findings.

3. Knowledge

- 3.1 Detailed knowledge of regulatory fire safety legislation, procedures and policies.
- 3.2 A thorough understanding of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties of the post.
- 3.3 An understanding of health and safety issues within an office environment together with an awareness of the regulations governing the use of display screen equipment.
- 3.4 **An understanding of the importance of ensuring confidentiality and security including an awareness of the principles of the Data Protection Act and Freedom of Information Act.**

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 18 February 2022

FRS E/FRS F

LFB BEHAVIOURS

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none"> • Promotes self-reflection and acceptance of constructive feedback in order to improve. • Aware of own emotions and how to manage these. • Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none"> • Understands the importance of working with others with diverse beliefs, cultures and traditions. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none"> • Prioritises being trustworthy, leading with consistency, patience and reliability. • Demonstrates and promotes an honest and unbiased approach. • Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams. • Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions. • Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and

compromising to achieve team outcomes.

- Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement.
- Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition.
- Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring.
- Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively.
- Is accountable for mistakes and delays, taking action to resolve them.
- Seeks and provides up-to-date information and proactively monitors quality and progress.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational.
- Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery.
- Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Is a champion for positive change, driving forward innovation and new ways of working.
- Takes the initiative to resolve problems.
- Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Fire Safety Inspecting Officer
Employer:	London Fire Commissioner
Post Number:	430156, 430161, 430166, 430171
Grade:	FRS D
Directorate:	Operational Delivery and Assurance
Department:	Fire Safety Regulation
Location:	Borough/HQ Team
Reports to:	Fire Safety Team Leader (Station Commander/FRS E)
Responsible for:	No line management responsibilities

How this job contributes to our vision:

We ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through the inspection and audit of premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities. It is also achieved through pro-active engagement with relevant stakeholders and responsible persons to ensure that they are aware of their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed in detail and promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager and/or development officer. Monitor own performance against agreed indicators and objectives.
- 1.5 Take responsibility for ensuring own continuing professional development, maintaining the necessary level of health and fitness to carry out your role, in line with Brigade policy. Identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.

2. Fire Safety

- 2.1 Take responsibility for the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.
- 2.2 Carry out fire safety inspections/re-inspections and audits of all premises types to assess their risks and the adequacy of their fire safety arrangements.
- 2.3 Discuss with and provide advice to responsible persons of all premises types on the RRO and agree the steps necessary to achieve compliance with the legislation.
- 2.4 Consult with other enforcing authorities (primarily the London borough councils) in respect of fire safety provisions within premises.
- 2.5 Carry out specialist functions and roles as required.
- 2.6 Provide technical advice and support on fire safety regulations and guidance documents to Fire Safety Advisors, Fire Safety Regulation staff and other internal and external stakeholders as required.
- 2.7 Support operational crews, Fire Safety Advisors, Fire Safety Regulation staff and other internal and external stakeholders to develop their knowledge in Fire Safety Regulation in order for them to understand risk in the built environment.

3 Business Engagement

- 3.1 Interact with external stakeholders, responsible persons of premises, which may include attending meetings and giving presentations to internal and external audiences on fire safety matters which may include business continuity.
- 3.2 Discuss information on business continuity and resilience with responsible persons.

4 Administration

- 4.2 Accurately record all work activities in whatever format is required. Keep records up to date.
- 4.3 Produce a high standard of written reports, briefs, emails and correspondence in a timely manner as required which may be submitted as evidence in legal proceedings.
- 4.4 Use the information and communication systems of the Brigade in accordance with Brigade policies.

4.5 Handle information in accordance with agreed procedures and the requirements of the General Data Protection Regulation and Freedom of Information Acts,

5 General

5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to Brigade procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with Brigade procedures. Ensure compliance with the Display Screen Equipment Regulations.

5.2 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles of the Togetherness Strategy and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.

5.3 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Policies.

5.4 Carry out organisational security measures and report any security risk or breaches.

5.5 Work in accordance with the lone worker policy.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: Candidates should be aware that this post involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3: There may be a requirement to carry out some fire safety inspector activities outside normal working hours.

Note 4: A proven ability to inspect and make statutory comment on complex premises with minimal supervision is required at this level.

Date: 17 February 2021

Selection Criteria For : Fire Safety Inspecting Officer Grade: FRS D

1. Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel, members of the public and external agencies and professionals.
- 2.2 Have effective written communication skills to a high standard in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 A working knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 A requirement to attend a structured programme of externally verified training arranged by the Brigade, leading initially to a Level 3 Certificate in Fire Safety (Fire Auditors) followed by the Level 4 Certificate.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 17 February 2021



LONDON FIRE BRIGADE

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Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London

Job Title:	Fire Safety Advisor
Employer:	London Fire Commissioner
Post Number:	430306
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Location:	South East
Reports to:	Fire Safety Team Leader (Role/Grade: Station Manager/FRS E)
Responsible for:	No line management responsibilities

How this job contributes to our vision:

The role contributes to the Brigade's principal aim of making London a safer city by helping to ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through the inspection and audit of premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

1.6 Use all information systems in accordance with the GDPR and Data Protection Act.

2. Fire Safety

2.1 Contribute to the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.

2.2 Carry out fire safety inspections/re-inspections and audits of premises to assess their risks and the adequacy of their fire precautionary arrangements.

2.3 Discuss with responsible persons of premises on the above RRO and agree the steps necessary to achieve compliance with the legislation.

2.4 Provide fire safety advice to businesses and consult with other enforcing authorities (primarily the London borough councils) in respect of fire safety provisions within premises.

3. Administration

3.1 Accurately record all work activities in whatever format is required. Keep records up to date.

3.2 Produce written reports, briefs, emails and correspondence as required and in a timely manner.

3.3 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

3.4 Handle information in accordance with agreed procedures and the requirements of the GDPR, Data Protection and Freedom of Information Acts.

4. General

4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures.

4.2 Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

4.3 Carry out the duties of the post with regard to the Brigade's Equalities Policy and Togetherness Strategy.

4.4 Carry out organisational security measures and report any security risk or breaches.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: Candidates should be aware that the post of inspecting officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3: There may be a requirement to carry out some inspections outside normal working hours.

Date: 30 October 2020

1. Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/persuade outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 A working knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 A requirement to attend a structured programme of externally verified training arranged by the Brigade, leading initially to a Level 3 Certificate in Fire Safety (Fire Auditors) followed by the Level 4 Certificate.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the GDPR, Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 30 October 2020



LONDON FIRE BRIGADE

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Our vision – To be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	BRR/HRPT Team Leader
Employer:	London Fire Commissioner
Post Number:	430375
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Section:	BRR/HRPT Team
Location:	Brigade Headquarters, Union Street, London SE1
Reports to:	BRR/HRPT Team Manager (Grade: Group Commander)

Staff Directly

Responsible For: **Deputy Team Leaders (Rank Sub O/Grade FRS D)** Team of Fire Safety Inspecting Officers (Rank Sub O/Grade FRS D) Admin Coordinators (Grade FRS C)

How this role contributes to our vision:

The postholder will be responsible for supporting the delivery of the Building Risk Review Programme (BRR) within London Fire Brigade together with the monitoring, management and maintenance of information acquisition for high risk premises in line with national and London regional fire safety parameters. The postholder will also provide support and guidance to fire safety staff in the areas, regulatory fire safety staff, and to senior staff in the preparation of reports and documents in line with the BRR, high risk premises teams (HRPT) and other related departmental and organisational objectives, feeding into the National Fire Chiefs Council (NFCC), Ministry of Housing, Communities and Local Government (MHCLG) and the Protection Board. The post-holder will also provide effective day-to-day management and co-ordination of human and physical resources in The BRR and HRPT and support Fire Safety personnel to provide effective service delivery. As part of a multi-disciplined team, the post holder assists the Brigade in the discharge of its statutory fire safety functions. The purpose of this legislation is to make London a safer city.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal and team workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Togetherness Strategy and Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Building Risk Review and High Risk Premises

- 3.1 Participate in projects as directed by the Team Manager and Senior Officers overseeing the Building Risk Review (BRR) and high risk premises organisational response, carrying out research and data analysis as necessary, liaising with other departments and agencies.
- 3.2 Prepare reports, briefing papers and non-routine correspondence for both internal and external stakeholders.
- 3.3 Ensure that regulatory fire safety policies, procedures, guidance notes and documents related to the BRR and high risk premises are reviewed as necessary in accordance with departmental and Brigade standards.
- 3.4 Provide high rise advice and support to fire safety staff in the Areas and fire safety regulation staff, organising and supporting training events for internal and external candidates as appropriate.

- 3.5 The use of IT databases for the purposes of completing accurate and informed entries for both internal use by Fire Safety Delivery teams and Operational staff regarding high risk premises and to inform external stakeholders of the built environment landscape of London as required and determined by the Building Risk Review Programme

4 Management, Leadership and Support

- 4.1 Reporting to the Team Manager and Deputy Assistant Commissioner (DAC) Delivery, provide flexible and proactive management of the BRR/HRPT Administration Support Staff, plus any other staff as required within the department. Deal with staff related issues as they arise. Apply the Brigade's People Services policies, in particular those relating to attendance management and leave.
- 4.2 Ensure that practical and theoretical training is provided as necessary and that the individual team members are developed according to their needs.
- 4.3 Support the work of the DAC by providing a flexible and proactive service to all personnel within the department. Deploy staffing resources to meet the demands of the work and Directorate targets

5. Health and Safety

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 5.2 Carryout organisational security measures and report any security risk or breaches.
- 5.3 Carry out the duties of the post with regard to the Brigade's Togetherness Strategy and Equalities Policy.
- 5.4 Consider the environmental impact when carrying out the duties of the post

Notes:

In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 1st March 2021

Selection Criteria For: BRR/HRPT Team Leader**Grade:** FRS E

1. Experience

- 1.1 Experience of dealing with, and providing advice on technical fire safety issues and audit and enforcement practices under current legislation.
- 1.2 Experience of working within a fire safety function and the practical application of risk based fire safety principles.
- 1.3 Experience in the use of a wide range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in an office environment.
- 1.4 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.5 Experience of providing a proactive support service to senior managers and working flexibly with minimal supervision.
- 1.6 Experience of the management, development and training of subordinate staff
- 1.7 Experience of managing staff and utilising flexible working arrangements to support individual needs

2. Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.
- 2.2 Excellent communication skills, both written and oral in order to work with staff at all levels. The ability to draft a variety of documents in plain English, using correct grammar, spelling and appropriate vocabulary.
- 2.2 Analytical skills in order to undertake research from a variety of sources and to provide concise and accurate written summaries of findings.
- 2.3 Good organisational skills. The ability to monitor and manage IT and paper based systems.

3. Knowledge

- 3.1 Detailed knowledge or the ability to acquire such knowledge of regulatory fire safety legislation, procedures and policies.

- 3.2 Knowledge, or the ability to quickly acquire such knowledge, of web and database management
- 3.3 A thorough understanding of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties of the post.
- 3.4 Knowledge of the reasons for having an togetherness policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.5 An understanding of health and safety issues within an office environment together with an awareness of the regulations governing the use of display screen equipment.
- 3.6 An understanding of the importance of ensuring confidentiality and security including an awareness of the principles of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 01 March 2021

LFB BEHAVIOURS

FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary:

- Prioritises being trustworthy, leading with consistency, patience and reliability.
- Demonstrates and promotes an honest and unbiased approach.
- Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.

TOGETHERNESS:

B4 Inclusive

Includes others and welcomes everyone.

Summary:

- Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.
- Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.
- Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.

B5 Teamwork

Works with others to achieve results.

Summary:

- Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes.
- Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement.
- Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Proactively seeks out opportunities to develop people and engage them in this process,

using

methods such as empowerment, encouragement and recognition.

- Promotes a positive approach to development across teams, dealing with performance issues

constructively and contributing to others development through a range of methods including:

regular feedback, one-to-one discussions, training, coaching and mentoring.

- Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively.
- Is accountable for mistakes and delays, taking action to resolve them.
- Seeks and provides up-to-date information and proactively monitors quality and progress.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational.
- Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery.
- Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Is a champion for positive change, driving forward innovation and new ways of working.
- Takes the initiative to resolve problems.
- Able to overcome resistance and support others to adapt to and implement change.



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Job Description

Job Title:	Location Data Specialist
Employer:	London Fire Commissioner
Post No:	998833
Grade:	FRS C
Directorate:	Corporate Services
Department:	Fire Safety
Section:	Building risk review and high-rise project team
Location:	Brigade Headquarters, 169 Union Street, SE1 0LL
Reports to:	Team Leader (FRS E)
Responsible for:	No line management responsibilities

How This post contributes to our vision:

Making London safer relies on having accurate addressing and location data. As a location data specialist, you'll be working with the Brigade's fire safety and building data to ensure that the information held is accurately located and consistently recorded. You'll provide advice and support about the Address Gazetteer and how it can be used to align the Brigade's location records. You will undertake quality reviews of the addresses (and associated building information) recorded in LFB systems and either recommend actions or, where permitted, update the records so that the best addressing record is used. Where the Address Gazetteer doesn't hold correct address information, you'll work with the LFBs Gazetteer Manager (in ICT) to submit new address requests and then track those through to update the LFBs data.

MAIN DUTIES AND RESPONSIBILITIES

1. Address quality

- 1.1 Acquire the learning, knowledge and skills to provide advice about the National Address Gazetteer¹ and best practice for assigning address records. Understand the relationship between parent & child records and how addresses should be held in the Gazetteer.

¹ <https://www.geoplace.co.uk/addresses-streets/location-data/addresses-underpin-everything>

- 1.2 Understand how to use the Gazetteer along with other addressing and location tools (e.g. OS maps, Google Street view, iMapping) to determine the correct records for a location.
- 1.3 Review existing building related records (including Farynor, ORD, e-pip, HFSV) to quality assure that the most appropriate address records have been assigned. Recommend actions for change or, where permitted, update the records so that the best addressing record is used.
- 1.4 Cross check data held about the same location within different systems so that records are accurate and up to date. This will include, for example, ensuring that the number of stories in a building is consistently recorded.
- 1.5 Review Gazetteer updates, recommending new buildings for audit/inspection and archive records for demolished buildings.
- 1.6 Support work undertaken across Fire Safety, Fire Stations and Information Management to improve the accuracy and quality of data held about buildings and site-specific risks.
- 1.7 Be a central contact for staff across the organisation who need to create addressable records and provide advice and guidance on the most appropriate gazetteer records to use.

2 Address gazetteer maintenance

- 2.1 Identify gaps and inconsistencies in the Gazetteer where they prevent the accurate allocation of addresses for the Brigades purposes (for example, incorrect parent/child relationships and buildings without location accurate addresses)
- 2.2 Recommend changes and improvements to Gazetteer records following the guidance contained within "GeoPlace Data Entry Conventions and Best Practice for Addresses". Submit these to the ICT Gazetteer Manager for action.
- 2.3 Maintain a register of requests for gazetteer changes and track those through the updating cycle (a process led externally by local authority custodians) until new/amended address are released. Implement/request changes to LFB records to reflect the new addressing records.

3 Local address gazetteer

- 3.1 Should the LFB adopt a local gazetteer for the management of LFB specific records, then to provide the guidance, support and actions for that as described above for the national Gazetteer.

4 Building risk review and high-rise project team

- 4.1 Provide support to the wider team with the identification of high-risk premises along with records matching, data quality and other administrative duties to improve location-based record keeping.
- 4.2 Provide reports and analysis from location data reporting tools (e.g. LFB Data, Power BI reports) on the quantity, nature and location of different buildings as recorded in Brigade systems.

4. Equalities and Health & Safety policies

- 4.1 To carry out the duties of the post in line with the Brigade's Equalities and Health and Safety policies.

4.2 To undertake display screen equipment duties in accordance with Brigade policy and regulations governing their use.

Note: In addition to the duties set out above, you may, from time to time, be required to undertake extra duties to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Date: 18 October 2021

Selection Criteria For: Location data specialist

Grade: FRS C

1. Experience

- 1.1 Experience of using a wide range of computer systems/applications for the purpose of corroborating information.
- 1.2 Experience of using MS Excel (or similar) for the purpose of performing data quality checks, data matching and summary reporting.
- 1.3 Record keeping experience for the purpose of tracking actions through a time protracted process.

2 Skills

- 2.1 Analytical skills to explore large datasets looking for patterns, trends, and errors.
- 2.2 Problem solving skills to provide recommendations for action where there is conflicting information and data.
- 2.3 Interpersonal skills to be able to work with staff across a range of departments and as part of a team.
- 2.4 Customer service skills to provide advice and guidance. Resilience, influencing and negotiation skills to achieve the best outcomes in situations where the parties disagree.
- 2.5 Ability to acquire new knowledge and to apply standard codes and guidance to procedural work.

3. Knowledge

- 3.1 An awareness of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties and responsibilities of the post.
- 3.2 An understanding of Health and Safety legislation as it applies to the duties of the post, together with an awareness of safe use and transport of vehicles and goods.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 18 October 2021

LFB BEHAVIOURS

FRS B

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London. Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.• Recognises and respects other people's skills, strengths, views, ideas and suggestions.• Is approachable and communicates in a clear, sensitive and concise manner.

B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Administrative Assistants - High Risk Premises Team
Employer:	London Fire Commissioner
Post No:	998808
Grade:	FRS B
Directorate:	Deputy Commissioner's
Department:	Fire Safety Regulation
Section:	High Risk Premises Team
Location:	Brigade Headquarters, 169 Union Street SE1
Responsible to:	HRPT Team Leader (FRS E)
Staff Directly Responsible for:	None

How this job contributes to our vision:

To provide a range of administrative duties. To ensure systems both manual and computerised are maintained and to deal with staff at all levels courteously and efficiently.

Main duties and responsibilities

1. Administrative Support

- 1.1 To provide administrative support as required.
- 1.2 To plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines to the appropriate person.
- 1.3 To undertake basic research on a range of issues, as directed, and to provide summaries of findings to managers.
- 1.4 To answer the telephone politely and efficiently and help callers with their requirements ensuring high levels of customer care.

- 1.5 To receive and assist visitors, both internal and external, identifying their requirements and helping them to achieve the purpose of their visit.
- 1.6 To answer letters, e-mails and other communications promptly and efficiently, passing on information as necessary.
- 1.7 To produce standard correspondence on a range of issues and ensure the accuracy of the information to individuals prior to dispatch.
- 1.8 To organise and clerk meetings, prepare agendas and minutes for distribution and attend meetings as required, taking accurate notes and undertaking any follow up action as required.
- 1.9 To assist in administration of the Brigade's Absence control system.
- 1.10 To be responsible for the ordering, booking and receipt of required items using the Brigade's Purchase Order Management System (POMS), Corporate Travel Management and Lightning System.

2. Management Information and Systems

- 2.1 To use, review, and assist in the development of office systems both manual and computerised, and suggest any necessary improvements.
- 2.2 To maintain records and make these available as necessary, either on a regular basis or in response to special requests.
- 2.3 To produce business documents as required using the Brigade's standard software. Write routine correspondence and brief reports appropriate to the work undertaken.
- 2.4 To produce paperwork for meetings, writing agendas and notes of proceedings as directed.
- 2.5 To ensure that data is managed in accordance with the Authority policy and that confidentiality is maintained in all matters, in particular with regards to the Data Protection Act.
- 2.8 To use computers in accordance with the Brigade's policy on Use of Computers.

3. To create and maintain effective working relationships

- 3.1 To establish and maintain considerate and polite working relationships with other members of staff.
- 3.2 To take accurate messages for other members of staff and pass them on quickly and efficiently. Also pass on any other essential information to colleagues in the same way.

4. Staff and Self Management

- 4.1 To supervise and delegate work to support staff ensuring they are trained and developed as appropriate.

- 4.2 Identify and agree personal development needs, identifying opportunities and discussing them with managers. Monitor own performance against agreed indicators and objectives.
- 4.3 To support the training and professional development of staff.
- 4.4 Manage self performance and own development to meet required service levels and quality standards with due regard to Brigade policies.

5. Equalities and Health and Safety

- 5.1 Organise own work area to minimise risk to self and others, report hazards to appropriate persons, operate equipment following agreed procedures, report accidents and emergencies in accordance with established procedures.
- 5.2 Undertake display screen equipment duties in accordance with Brigade policy and regulations governing their use.
- 5.3 Ensure that you perform your work and manage and development staff according to the Brigade's Equality at Work and Health and Safety policies and Codes of Practice.

Note: In addition to the duties set out above you may from time to time be required to undertake extra duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Date: 1 October 2020

Selection criteria for: Administrative Assistant

Grade: FRS B

1. Experience

- 1.1 Experience of working flexibly as part of a team.
- 1.2 Experience of using a range of IT applications and office systems both manual and computerised.
- 1.3 Experience of organising, planning and prioritising work and ensuring that deadlines are met.

2. Skills

- 2.1 The ability to communicate clearly, appropriately and accurately in writing, by telephone and in person.
- 2.2 The ability to liaise effectively and appropriately with staff at all levels and to ensure good customer care practice.
- 2.3 Numerical skills sufficient to perform simple calculations in order to monitor budgets, process expenses and other claims and invoices and maintain inventories.

3. Knowledge

- 3.1 An awareness of the ways in which support staff can be supervised and developed effectively.
- 3.2 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in an office environment.
- 3.3 Knowledge of the reasons for having an equalities policy, why it needs to be observed in all areas of work, and a good understanding of appropriate behaviour to support this policy.
- 3.4 An awareness of good health and safety practice in the workplace.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 1 October 2020

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

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Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:	
B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary:	
<ul style="list-style-type: none"> • Is self-reflective and accepts constructive feedback. • Aware of own emotions and seeks to manage these. • Will ask for support or advice if they need it. 	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary:	
<ul style="list-style-type: none"> • Is aware and accepting of the diverse beliefs, culture and traditions of others. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Gives others the opportunity to express themselves without interrupting/judging. 	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary:	
<ul style="list-style-type: none"> • Consistent and reliable, prioritising building trust with others. • Open-minded, unbiased and honest in their approach. • Is willing to discuss their own and other's emotions. 	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	
Summary:	
<ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner. 	
B5	Teamwork
<i>Works with others to achieve results.</i>	
Summary:	
<ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives. 	
B6	Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>	
Summary:	
<ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring. 	
ACCOUNTABILITY:	
B7	Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>	
Summary:	
<ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working. 	
B8	Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

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Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job description

Job Title:	South West Fire Safety Manager
Employer:	London Fire Commissioner
Post Number:	43022 89
Grade:	FRS F
Directorate:	Operations
Department:	Fire Safety Regulation
Location:	Croydon
Responsible to:	Deputy Assistant Commissioner (DAC) Fire Safety Regulation
Staff Directly Responsible for:	Team Leaders (Grade FRS E) and Station Managers x 5

How This Job Contributes To Our Vision:
By providing effective overall management and co-ordination of human and physical resources in Fire Safety Teams. To deliver excellent performance and leadership to ensure FSR targets and enforcement is delivered across their area of responsibility.

Main Duties and Responsibilities

1. Leadership and Management

- 1.1 To advise the Deputy Assistant Commissioner and other senior officers on all policy related issues concerning the Brigade's duties and statutory obligations under FSR legislation.
- 1.2 To assist in the interpretation of FSR legislation and the preparation of legal cases taken under such legislation.
- 1.3 To provide technical and policy support to Fire Safety inspectors and Enforcement Station Managers in respect of any complex or special cases.
- 1.4 To create and implement team plans that enable the FSR team to meet the targets as set by Senior Management.
- 1.5 To sign enforcement notices, checking and verifying that they follow legal and Brigade protocols.

- 1.6 To audit and calibrate the output of the team, ensuring that a consistent approach is taken at all times.
- 1.7 To actively promote the implementation of corporate policy initiatives, supporting staff through the change process.

2. Communication

- 2.1 To conduct briefings and presentations to groups of all sizes, on various FSR related topics and to varied audiences.
- 2.2 To provide witness statements and attend court, as required, in line with Brigade policies.
- 2.3 To represent the Brigade at meetings with external stakeholders and government organisations.
- 2.4 To positively communicate and support managerial and Brigade decisions.
- 2.5 To positively communicate and support the implementation of Brigade Policies, procedures and management guidance.
- 2.6 To draft complex reports, briefing notes, and correspondence.
- 2.7 To participate, as required, on working groups, project teams and committees.

3. Performance Management

- 3.1 To be responsible for the overall leadership and management of staff in a team, in line with Brigade policies, practices and management guidance.
- 3.2 To lead and manage the performance and development of staff within their line management chain with the aim of providing a flexible and efficient team that delivers on time and against the agreed objectives.
- 3.3 To assess and develop staff against set criteria in a range of processes including: PRDS; CPD; Recruitment etc; in accordance with Brigade policies and standardisation procedures.
- 3.4 To liaise with a range of Brigade Departments to ensure personnel are trained and developed in accordance with Brigade policies.
- 3.5 To undertake investigation, preside over and present at Brigade employment procedures for uniformed and non-uniformed staff, in accordance with Brigade Disciplinary procedures
- 3.6 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 3.7 To ensure that staff in the line management chain are conversant in the Brigade policies and procedures that affect their post.
- 3.8 To be proactive in ensuring specified corporate targets are achieved e.g. Sickness absence; budgetary compliance etc.

3.9 Keep informed of Brigade policies in relation to the role and the level of responsibility. Carry out all activities in accordance with these policies, asking for training and guidance if necessary.

4. External Engagement

4.1 To represent the Brigade at meetings, as determined by the line manager.

4.2 To take a proactive approach to representing the Brigade in a positive light, in due accordance with Brigade procedures, protocols, values and aims.

5. Administration

5.1 Complete personnel and training records as part of day to day duties, to support information management.

5.2 To monitor departmental/team budgets.

5.3 To compile and provide statistical information on a range of work streams to inform decision making.

5.4 To verify and sign off forms such as expense claims, mileage claims etc.

5.5 Ensure the security of confidential and sensitive information/data, in accordance with the Data Protection and Freedom of Information Acts

5.6 To ensure that environmental impacts are considered when carrying out the duties of the post.

5.7 To lead and participate, as required, on working groups, project teams and committees.

5.8 To have a corporate understanding of Brigade equality policies, aims and objectives, and ensure that managers reporting to them set local objectives and uphold standards of behaviour that contribute towards these. To be responsible for applying a consistent and appropriate approach to managing individual and diverse needs in the workplace, in line with equalities and personnel policies.

5.9 Ensure compliance with the guidance relating to the use of display screen equipment.

5.10 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.

5.11 Investigate accidents and near miss events, prepare reports and action plans including necessary corrective actions.

5.12 To be responsible for the application and enforcement of the brigades Health & Safety Policies and to undertake proactive action to reduce accidents and dangerous occurrences in the workplace or on the incident ground.

Note 1: The nature of the duties may require you to work flexibly outside your core hours from time to time.

Note 2 The post holder must will hold a full UK driving licence.

Note 3: This is a new role and the duties and responsibilities may be subject to change as the role evolves.

Note 4: In addition to the duties set out above you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities of the post.

Date: ~~20 March~~ 31 May 2019

1. Experience

- 1.1 Experience of managing teams and delivering excellent performance through structured performance management systems.
- 1.2 Practical experience of directing and undertaking projects and research, analysing information and preparing concise summaries of research undertaken.
- 1.3 Experience of organising, planning and prioritising own work, and the ability to manage others workloads.
- 1.4 Experience of using a range of software applications, such as spread sheets, zone models, field models and other technical packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective relationships internally and externally ensuring high levels of customer care and to undertake presentations to a variety of audiences.
- 2.2 Highly effective communication skills in order to liaise with and advise staff at all levels, to summarise management and technical information for non-technical recipients and to draft complex reports and deliver complex presentations to aid others in decision making.
- 2.3 Good numerical skills in order to manage and monitor budgets.

3. Knowledge

- 3.1 A knowledge of both prescriptive and performance-based fire safety techniques and ability to apply them to the built environment together with an understanding of current fire safety legislation and associated guidance and regulations.
- 3.2 A broad knowledge of building construction and emerging themes such as new building technologies, sustainability and the impact of these themes on the application fire engineering.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibility with regard to the policy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager;
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: ~~20 March~~ 31 May 2019



LONDON FIRE BRIGADE

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Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Team Leader (Fire Safety Regulation)
Employer:	London Fire Commissioner
Post Number:	430160
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Section:	FSR Enforcement (NW, NE, SE, SW)
Location:	FSR Team (As allocated)
Reports to:	Group Manager (FSR Enforcement)
Staff Directly Responsible For:	Team of Fire Safety Inspecting Officers

How this role contributes to our vision:

The post-holder will provide effective day-to-day management and co-ordination of human and physical resources in Fire Safety Teams, support Fire Safety personnel to provide effective service delivery. As part of a multi-disciplined team, the post holder assists the Brigade in the discharge of its statutory fire safety functions. The purpose of this legislation is to make London a safer city.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal and team workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Policies and Procedures

- 3.1 Provide advice and support on Fire Safety regulations and guidance documents to Senior Officers, Borough Teams, FSR Inspecting Officers, external organisations and members of the public.
- 3.2 Be aware of, and advise others on, the content and interpretation of fire safety legislation and associated guides, British Standards, Codes of Practice, etc.
- 3.3 Undertake research into policy matters and provide technical input for reports, briefing documents for Senior Officers and replies to correspondence which will be primarily of a technical or legal nature.
- 3.4 Prepare and deliver to FSR Team members training materials relating to new or revised standards, policies and procedures.

4. General

- 4.1. Represent FSR at internal and external meetings as necessary.
- 4.2 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Maintain confidentiality of information in accordance with agreed procedures and the principles of the Data Protection and Freedom of Information Acts.
- 4.3 Provide technical advice and assistance as necessary to Fire Station personnel and other departments.

5. Health and Safety

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 5.1 Carry out organisational security measures and report any security risk or breaches.

Notes:

(a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

(b) This post is part of a new structure for the Directorate of Fire and Community Safety and will be subject to review as the post develops.

Date: 19 March 2019

Selection Criteria For:: Team Leader (Fire Safety Regulation)

Grade: FRS E

1. Experience

1.1 Experience of dealing with, and providing advice on technical fire safety issues and audit and enforcement practices under current legislation.

1.2 Experience of working within a fire safety function and the practical application of risk based fire safety principles.

1.3 Experience in the use of a wide range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in an office environment.

1.4 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.

2. Skills

2.1 Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.

2.2 Effective oral and written communication skills in order to communicate clearly and effectively with staff at all levels and representatives of external organisations and professions.

2.3 Analytical skills in order to undertake research and to provide concise summaries of findings.

3. Knowledge

3.1 Detailed knowledge of regulatory fire safety legislation, procedures and policies.

3.2 A thorough understanding of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties of the post.

3.3 An understanding of health and safety issues within an office environment together with an awareness of the regulations governing the use of display screen equipment.

3.4 An understanding of the importance of ensuring confidentiality and security including an awareness of the principles of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 19 March 2019



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Job title: Fire Safety Team Leader
Employer: London Fire Commissioner
Post no: 430194
Grade: FRS E
Directorate: Operations
Department: Fire Safety
Section: FSR Delivery (Projects and Assurance)
Location: As allocated

Reports to: Area Fire Safety Manager (FSR Projects and Assurance)

Staff directly responsible for: Team of Fire Safety Inspecting Staff, where required.

How this role contributes to our vision:

The post-holder will provide effective support to Fire Safety personnel to provide effective service delivery. As part of a multi-disciplined team, the post holder assists the Brigade in the discharge of its statutory fire safety functions. The purpose of this legislation is to make London a safer city.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the Data Protection Act.
- 2. Effective working relationships**
 - 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
 - 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.
- 3. Policies and Procedures**
 - 3.1 Provide advice and support on Fire Safety regulations and guidance documents to Senior Officers, Borough Teams, FSR Inspecting staff, external organisations and members of the public.
 - 3.2 Be aware of, and advise others on, the content and interpretation of fire safety legislation and associated guides, British Standards, Codes of Practice, etc.
 - 3.3 Undertake research into policy matters and provide technical input for reports, briefing documents for Senior Officers and replies to correspondence which will be primarily of a technical or legal nature.
 - 3.4 Prepare and deliver to FSR Team members training materials relating to new or revised standards, policies and procedures.
- 4. General**
 - 4.1. Represent FSR at internal and external meetings as necessary.
 - 4.2 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Maintain confidentiality of information in accordance with agreed procedures and the principles of the Data Protection and Freedom of Information Acts.
 - 4.3 Provide technical advice and assistance as necessary to Fire Station personnel and other departments.
- 5. Health and Safety**
 - 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
 - 5.2 Should out organisational security measures and report any security risk or breaches.

Notes:

(a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

(b) This post will be subject to review as the post develops.

Selection Criteria For: Fire Safety Team Leader (Fire Safety)

1. Experience

- 1.1 Experience of dealing with, and providing advice on technical fire safety issues and audit and enforcement practices under current legislation.
- 1.2 Experience of working within a fire safety function and the practical application of risk based fire safety principles.
- 1.3 Experience in the use of a wide range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in an office environment.
- 1.4 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.

2. Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.
- 2.2 Effective oral and written communication skills in order to communicate clearly and effectively with staff at all levels and representatives of external organisations and professions.
- 2.3 Analytical skills in order to undertake research and to provide concise summaries of findings.

3. Knowledge

- 3.1 Detailed knowledge of regulatory fire safety legislation, procedures and policies.
- 3.2 A thorough understanding of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties of the post.
- 3.3 An understanding of health and safety issues within an office environment together with an awareness of the regulations governing the use of display screen equipment.
- 3.4 An understanding of the importance of ensuring confidentiality and security including an awareness of the principles of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 18 June 2022

FRS E/FRS F

LFB BEHAVIOURS

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Prioritises being trustworthy, leading with consistency, patience and reliability.• Demonstrates and promotes an honest and unbiased approach.• Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.• Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.• Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none">• Promotes collaborative working with and between people by co-operating, consulting and

compromising to achieve team outcomes.

- Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement.
- Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition.
- Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring.
- Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively.
- Is accountable for mistakes and delays, taking action to resolve them.
- Seeks and provides up-to-date information and proactively monitors quality and progress.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational.
- Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery.
- Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Is a champion for positive change, driving forward innovation and new ways of working.
- Takes the initiative to resolve problems.
- Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	Fire Safety Development Officer
Employer:	London Fire Commissioner
Post no:	430299
Grade:	FRS D
Directorate:	Operational Delivery
Department:	Fire Safety
Location:	Borough Team/HQ
Reports to:	Learning and Development Manager (Station Commander/FRS E)
Staff directly responsible for:	No Line management Responsibilities

How this job contributes to Our Vision:

The role contributes to the Brigade's principle aim of making London a safer city by helping to ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through developing and mentoring the Fire Safety Advisors & Inspecting Officers ensuring competency to inspection and audit premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities.

Main duties and responsibilities

1. Performance and self-development

1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines and to provide solutions.

1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.

1.3 Keep informed of the Brigade and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Use the information and communication systems of the Brigade in accordance with the Code of practice on computer use.

1.6 Use information systems in accordance with agreed procedures and requirements of the Data Protection and Freedom of Information Acts.

2. Fire Safety

Where necessary: -

2.1 Contribute to the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.

2.2 To lead or observe Fire Safety Advisors and Inspecting Officers who are on development on fire safety inspections/re-inspections and audits of all premises types to assess their competency and provide development feedback.

2.3 To assist with the development of candidates in their liaison with other enforcing authorities (Primarily London borough councils) in respect of fire safety provisions within premises.

2.4 With the ever-changing landscape of Fire safety Legislation, you may be asked to carry out specialist functions and roles as required by the Area Fire Safety Managers and Deputy Assistant Commissioners, this may be pan London.

2.5 Provide technical advice and support on fire safety regulation and guidance documents to Fire Safety Advisors, Inspecting Officers, Fire safety regulation Staff and other internal and external stakeholders as required.

2.6 Support Operational crews undertaking fire safety checks.

3. Learning and Development

3.1 Support those on development to complete sage 1, 2 and 3 Personal development records.

3.2 Support Inspecting Officers with their on-going development and learning including L2 and L4 certificates and diploma assessments. There will be a requirement to support the professional registration process, as required in line with national requirements.

3.3 Attend team meetings and deliver appropriate input as identified within the quality assurance.

3.4 Where required assist Team Leaders in assessing candidates at their stage 1 & 2 assessments.

3.5 Provide feedback to the candidate and Team Leader with regards to the candidate's development.

3.6 Identify premises with appropriate fire safety systems and build relationships with the building owners to enable LFB to use those facilities to assist in developing inspecting officers.

3.7 Embrace different styles of training techniques to support those on development.

4. Administration

4.1 Accurately record all work activities in whatever format is required. Keep records up to date.

4.2 Produce written reports, briefs, emails and correspondence as required in a timely manner.

5. General

5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

5.2 Carry out the duties of the post with regard to the Brigade's Equalities Policy.

5.3 Carry out organisational security measures and report any security risk or breaches.

Note 1 : In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such as duties to be commensurate with the responsibilities and grading of the post.

Note 2: Candidates should be aware of the post of Development Officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3: There may be a requirement to carry out some fire safety inspector activities outside normal working hours.

Date 3 March 2022

Section Criteria For: Fire Safety Development Officer.

1 Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.4 Experience of developing and supporting inspecting Officers and/or Fire Safety Advisors.

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/influence outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of the fire safety solutions in a variety of premises.

3. Knowledge.

- 3.1 A working knowledge of the broad aims and provisions of risk-based fire safety legislation and of the principle of risk management.
- 3.2 Level 4 Fire Safety Diploma or equivalent qualification/experience.
- 3.3 An understanding of good health and safety practice in order to ensure the health and safety of self and others in the workplace and whilst on site.
- 3.4 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of Data Protection and Freedom of Information.

3.6 A working understanding of LFB's systems for development, including the Personal Development Record (PDR) system and the use of Personal Development Plans(PDP's)

Note:

These are criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all, if none are highlighted. If you do not address the relevant criteria on your application from it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 03 March 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes

<p>constructive action in response to inappropriate behaviour.</p> <ul style="list-style-type: none"> • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.

B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Promotes the value of utilising and sharing learning opportunities and celebrating success. • Promotes a positive approach to development across the organisation, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Embeds a strong coaching culture of supporting career development and nurturing talent for succession,
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Anticipates organisational priorities and establishes plans to support these. • Is accountable for mistakes, resolving these and creating solutions to ensure they don't happen again. • Creates mechanisms to facilitate regular performance and progress monitoring and actively promotes the importance of this.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes account of all existing and emerging issues and risks and puts in place plans and solutions to limit the negative consequences to our service, including: health and safety, economic, operational, legal or reputational. • Establishes clear performance standards to clarify expectations and embed improvement. • Guides organisational direction by being focused on our strategic direction and purpose.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Embraces innovation to support our vision and strategic purpose. • Takes a long-term view to consider the future political, social and economic landscape in order to seize new opportunities. • Leads others to overcome challenge and embrace the opportunity to adapt to the changing needs of London.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London

Job Description

Job Title: RBIP Data & Development Officer (Fire Safety Advisor)

Employer: London Fire Commissioner

Post Number: 998765

Grade: FRS C

Directorate: Operations

Department: Fire Safety

Location: Various locations

Reports to: Fire Safety Team Leader (Grade: Station Manager/FRS E)

Staff Directly

Responsible for: No line management responsibilities

How this job contributes to our vision:

The role contributes to the Brigade's principal aim of making London a safer city by helping to ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through the inspection and audit of premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.6 Use all information systems in accordance with the GDPR and Data Protection Act.

2. Fire Safety

- 2.1 Contribute to the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.
- 2.2 Carry out fire safety inspections/re-inspections and audits of premises to assess their risks and the adequacy of their fire precautionary arrangements.
- 2.3 Discuss with responsible persons of premises on the above RRO and agree the steps necessary to achieve compliance with the legislation.
- 2.4 Provide fire safety advice to businesses and consult with other enforcing authorities (primarily the London borough councils) in respect of fire safety provisions within premises.

3. Administration

- 3.1 Accurately record all work activities in whatever format is required. Keep records up to date.
- 3.2 Produce written reports, briefs, emails and correspondence as required and in a timely manner.
- 3.3 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 3.4 Handle information in accordance with agreed procedures and the requirements of the GDPR, Data Protection and Freedom of Information Acts.

4. General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures.
- 4.2 Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 4.3 Carry out the duties of the post with regard to the Brigade's Equalities Policy.
- 4.4 Carry out organisational security measures and report any security risk or breaches.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: Candidates should be aware that the post of inspecting officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3: There may be a requirement to carry out some inspections outside normal working hours.

Date: 27 March 2023

1. Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/persuade outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 A working knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 A requirement to attend a structured programme of externally verified training arranged by the Brigade, leading initially to a Level 3 Certificate in Fire Safety (Fire Auditors) followed by the Level 4 Certificate.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the GDPR, Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 27 March 2023

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.• Recognises and respects other people's skills, strengths, views, ideas and suggestions.• Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none">• Works collaboratively with people by co-operating and consulting to achieve joint outcomes.• Actively listens and promotes respectful two-way dialogue.• Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
Summary:

- Prioritises a learning culture through empowerment, encouragement, praise and recognition.
- Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.
- Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives.
- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Head of Fire Safety Enforcement
Employer:	London Fire Commissioner
Post Number:	430183
Grade:	FRS G
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, Union Street, London, SE1
Reports to:	Deputy Assistant Commissioner, Fire Safety Regulation Policy
Staff Directly Responsible for:	Enforcement Support Team Leader (Grade: FRS E) Enforcement Support Officer (Grade: FRS C) x2

How This Job Contributes To Our Vision

The role will develop and assure excellence in the carrying out of the Brigade's statutory duty to enforce fire safety legislation, with particular emphasis on quality, effectiveness, efficiency and proportionality of the exercise of the function.

MAIN DUTIES AND RESPONSIBILITIES

1. Enforcement Policy

- 1.1 Provide and manage technical support and guidance for Senior Fire Safety Officers; and Fire Safety Officers on all aspects of the Brigade's enforcement activities including content and service of enforcement, alteration and prohibition notices.
- 1.2 Support the development, production and maintenance of enforcement policy and guidance for use by those working in the fire safety regulation function.
- 1.3 Take responsibility for co-ordination of the development of consistent national, multi-borough and large organisation partnerships (including with other enforcing authorities) in order to encourage compliance and consistency of enforcement .

- 1.4 Propose, and help promote as appropriate, agreed strategic approaches to promoting fire safety regulatory compliance within diverse communities and commercial sectors across London.
- 1.5 Represent the Department and liaise, as appropriate, with internal departments and external bodies on enforcement policy matters on a pan-London and national basis .
- 1.6 Provide written and oral briefings and advice on all enforcement issues for Brigade Senior Management, elected members and others as required .

2. Enforcement Activity

- 2.1 Monitor and review, in conjunction with the Head of Legal and Democratic Services , progress made with ongoing investigations and prosecution cases to identify good practice and areas for development to continually improve the efficiency and handling of legal cases.
- 2.2 Liaise with other departments/sections as necessary in order to ensure the quality and appropriateness of training for staff in the fire safety regulation function.
- 2.3 Take responsibility for the assessment and review of proposed legal cases in conjunction with the Head of Legal and Democratic Services and the AC(FSR) to ensure that potential regulatory fire safety legal cases are only progressed where they are in the public interest; cases meet the aims and objectives of the Brigade; and risks to the Brigade are minimised.
- 2.4 Conduct and manage post-prosecution case reviews, to identify lessons learnt that can be used to develop best practice and enhance the efficiency and performance of the enforcement function.
- 2.5 Support Fire Safety Regulation staff in the investigation and prosecution processes by providing guidance and direction for investigations and associated matters including evidence gathering, officers and other witness statements and identification of responsible persons or other responsible for contraventions of the law.

3. Staff Management

- 3.1 Manage the performance and development of subordinate staff to meet required service levels and quality standards.
- 3.2 Identify individual and team development and skills training needs and ensure that these are met.
- 3.3 Assess and select staff against specified assessment criteria to meet organisational need, in accordance with Brigade policies.

4. General

- 4.1 Maintain at all times an awareness of proposals for legislative change and other initiatives (e.g. changes to fire safety legislation or enforcement policy or guidance) on the part of central government that may have an influence on fire safety regulation enforcement policy and procedures.
- 4.2 Carry out the duties of the post in accordance with the Brigade's policies, including in particular the Brigade's equalities policy, health and safety policies and Code of Practice on the Use of Computers (COPuC).

- 4.3 Maintain confidentiality and security of sensitive information/data and carry out the duties of the post in accordance with the legal requirements of the Data Protection and Freedom of Information Acts.
- 4.4 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 4.5 Establish and maintain positive working relationships both within the Brigade and with external groups and organisations and the general public.
- 4.6 Consider the environmental impact when carrying out the duties of the post.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 20 March 2019

Selection Criteria For: Head of Fire Safety Enforcement

Grade: FRS G

1. Experience

- 1.1 Experience of enforcement and investigative activity and procedures including development and application of enforcement policies, procedures and guidance..
- 1.2 Experience of close working with legal professionals in an enforcement environment.
- 1.3 Experience of providing advice and support at a senior level to principal managers and/or elected Members in a large and complex organisation.
- 1.4 Experience of staff management, and the motivation, training and development of teams and of individual staff.
- 1.5 Experience of using a range of software applications and packages together with good keyboard skills and an awareness of the ways IT applications can be developed in the context of the work of the Directorate.

2. Skills

- 2.1 Well developed interpersonal skills, in order to establish and maintain effective relationships with managers at all levels from a range of functions.
- 2.2 Well developed oral and written communication skills in order to conduct presentations, liaise with and advise staff at all levels, to summarise management and technical information for non technical recipients, and to draft complex reports to aid others in decision making.
- 2.3 High level analytical, research and planning skills in order to formulate and implement policies and initiatives, co-ordinate resources, set priorities and ensure appropriate staff are utilised towards achieving corporate goals.
- 2.4 Good organisational skills with the ability to determine priorities in the context of competing demands.

3. Knowledge

- 3.1 Detailed knowledge of the intent and requirements of the Regulatory Reform (Fire Safety) Order 2005 and its interaction with other legislative safety regimes.
- 3.2 A good working knowledge of Police and Criminal Evidence Act requirements as they relate to the Brigade's enforcement function and of the Criminal Justice procedure as it relates to fire safety offences..
- 3.3 A good understanding of the central government legislative process together with knowledge of, or the ability to quickly acquire knowledge of legislation affecting the Brigade's and the Directorate's activities.
- 3.4 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.

- 3.5 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager;
- 3.6 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 20 March 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our purpose – Trusted to serve and protect London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	Enforcement Support Officer
Employer:	London Fire Commissioner
Post no:	430186
Grade:	FRS D
Directorate:	Directorate of Operations
Department:	Prevention and Protection
Section:	Delivery
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	Enforcement Team Leader
Staff directly responsible for:	None

How this job contributes to Our Vision:

The postholder will be responsible for developing and assuring excellence in the carrying out of the Brigade's statutory duty to enforce fire safety legislation, with particular emphasis on quality, effectiveness, efficiency and proportionality of the exercise of the function.

Main duties and responsibilities

1. Enforcement Policy

- 1.1 Provide and manage technical support and guidance for Senior Fire Safety Officers; and Fire Safety Officers on all aspects of the Brigade's enforcement activities including content and service of enforcement, alteration and prohibition notices.

- 1.2 Produce, develop and maintain enforcement policy and guidance for use by those working in the fire safety regulation function.
- 1.3 Be aware of, and advise others on, the content and interpretation of fire safety legislation and associated guides, British Standards, Codes of Practice, etc.
- 1.4 Provide support, guidance and instruction to the Borough Fire Safety Teams in the preparation of legal cases taken under the relevant fire safety legislation.
- 1.5 Undertake research into policy matters and provide technical input for reports, briefing documents for Senior Officers and replies to correspondence which will be primarily of a technical or legal nature.
- 1.6 Assist senior officers and Borough Fire safety Teams in the preparation and delivery of training materials relating to new or revised standards, policies and procedures for delivery by the relevant department.

2. Enforcement Activity

- 2.1 Oversee initial case conference meetings with relevant Investigating Officers, Team Leaders and our General Counsel's Department , to evaluate evidential value of investigative material gathered and to provide direction for further investigative enquiries required.
- 2.2 Generate, populate and control electronic case files ('e-case file) for investigations, monitoring case file progression and development, whilst maintaining records of case oversight, throughout it's entirety. Record on secure monitoring system developed for that purpose.
- 2.3 Assist and develop, Investigating Officers and Team Leaders, in the conducting of interview under caution, in accordance with the Police and Criminal Evidence Ac 1984; in particular Codes: C, E and F 2018.
- 2.4 Monitor and review, in conjunction with the Enforcement Team Leader, progress made with ongoing investigations and prosecution cases to identify good practice and areas for development to continually improve the efficiency and handling of legal cases.
- 2.5 Conduct and manage post-prosecution case reviews, to identify lessons learnt that can be used to develop best practice and enhance the efficiency and performance of the enforcement function.
- 2.6 Conduct investigations for the purpose of prosecution into contraventions of the Regulatory Reform (Fire Safety) Order 2005.
- 2.7 Support Fire Safety Regulation staff in the investigation and prosecution processes by providing guidance and direction for investigations and associated matters including evidence gathering, collating officers and other witness statements, hard copy case file preparation, disclosure and identification of responsible persons, or others responsible for contraventions of fire safety legislation.
- 2.8 Create and develop existing investigation documents, to assist and support the London Fire Brigades, investigation practices, policy and procedures.
- 2.9 Monitor, vet and quality assure Audit Forms, Enforcement Notices, Prohibition Notices, Formal Letters and Documents generated and issued on behalf of the London Fire Commissioner, in respect of current fire safety legislation, whilst conducting Investigations.

3. Performance and Self Development

3.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

3.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.

3.3 Develop, maintain and monitor Enforcement IT systems to ensure legal cases are monitored for effectiveness and efficiency.

3.4 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

3.5 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

3.6 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

3.7 Use all information systems in accordance with the Data Protection Act.

3.8 Maintain own continual personal development and acquired specialist subject matter and legal qualifications.

4. Train and Develop Support Staff

4.1 Assist with the training and developing of Investigating Officers, Team Leaders and Fire Safety Regulation Staff, across the entire range of fire safety regulatory enforcement, procedures and policy.

4.2 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.

4.3 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

5. General

- 5.1 Be a member of the FSR Group and contribute to its aims and objectives.
- 5.2 Represent the FSR Group at internal and external meetings as necessary and deputise for the Team Leader as appropriate.
- 5.3 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy. Maintain confidentiality of information in accordance with agreed procedures and the principles of the Data Protection and Freedom of Information Acts.
- 5.4 Support meetings, case conferences and working groups by producing agendas, briefing notes, minutes and papers.
- 5.5 Provide technical and fire safety regulatory advice and assistance as necessary to the other policy groups within the department.

6. Health and Safety

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 6.2 Carry out the duties of the post with regard to the Brigade's Equalities Policy.
- 6.3 Carry out organisational security measures and report any security risk or breaches.
- 6.4 Establish and maintain positive working relationships both within the Brigade and with external groups and organisations and the general public.
- 6.5 Consider the environmental impact when carrying out the duties of the post.

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the responsibilities and grading of the post.

Date: 23 Nov 2022

1 Experience

- 1.1 Experience of enforcement and investigative activity and procedures including application of enforcement policies, procedures and guidance.
- 1.2 Qualified to Level 4 Fire Safety Diploma
- 1.3 Experience of close working relationships with legal professionals in an enforcement environment.
- 1.4 Experience of providing advice and support at a senior level to Team Leaders and Area Managers
- 1.5 Experience of the motivation, training and development of teams and of individual staff.
- 1.6 Experience of using a range of software applications and packages together with good keyboard skills and an awareness of the ways IT applications can be developed in the context of the work of the Directorate.

2. Skills

- 2.1 Well developed interpersonal skills, in order to establish and maintain effective relationships with managers at all levels from a range of functions.
- 2.2 Well developed oral and written communication skills in order to conduct presentations, liaise with and advise staff at all levels, to summarise management and technical information for non technical recipients, and to draft complex reports to aid others in decision making.
- 2.3 High level analytical, research and planning skills in order to formulate and implement policies and initiatives, co-ordinate resources, set priorities and ensure appropriate staff are utilised towards achieving corporate goals.
- 2.4 Good organisational skills with the ability to determine priorities in the context of competing demands.

3. Knowledge

- 3.1 Detailed knowledge of the intent and requirements of the Regulatory Reform (Fire Safety) Order 2005 and its interaction with other legislative safety regimes.
- 3.2 A good working knowledge of Police and Criminal Evidence Act requirements as they relate to the Brigade's enforcement function and of the Criminal Justice procedure as it relates to fire safety offences.
- 3.3 A good understanding of the central government legislative process together with knowledge of, or the ability to quickly acquire knowledge of legislation affecting the Brigade's and the Directorate's activities.
- 3.4 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.

3.5 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager;

3.6 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 23 Nov 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes

<p>constructive action in response to inappropriate behaviour.</p> <ul style="list-style-type: none"> • Recognises and respects other people’s skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
<p>B5 Teamwork</p>
<p><i>Works with others to achieve results.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people’s motivations and perspectives.
<p>B6 Empowers and coaches others</p>
<p><i>Gives autonomy to others and helps them grow.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
<p>ACCOUNTABILITY:</p>
<p>B7 Takes ownership and responsibility</p>
<p><i>Demonstrates personal accountability.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
<p>B8 Professional</p>
<p><i>Demonstrate high standards and the skills and ability to deliver,</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
<p>B9 Forward-looking</p>
<p><i>Demonstrates adaptability and anticipates change positively.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Central Regulatory Enforcement Group Administrative Officer
Employer:	London Fire Commissioner
Post No:	430341
Grade:	FRS C
Hours	35 hours per week
Directorate:	Operations
Department:	Fire Safety Regulation
Section:	Central Regulatory Enforcement Group
Location:	Brigade Headquarters, 169 Union Street, London SE1
Reports to:	Team Leader (Central Regulatory Enforcement Group) (Grade FRS E)

How this job contributes to our vision:

To provide an efficient administrative service to support the Authority's responsibilities as an Enforcing Authority of the Regulatory Reform (Fire Safety) Order 2005 and all other aspects of the Central Regulatory Enforcement Group functions.

MAIN DUTIES AND RESPONSIBILITIES

- 1. Performance and self-development**
 - 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
 - 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
 - 1.3 Keep informed of the Authority's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
 - 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

- 1.5 Use the information and communication systems of the Authority in accordance with the IT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Authority's Equalities Policy.

3. Administrative Functions

- 3.1 Take lead responsibility for the administrative aspects of the Brigade's responsibilities as a lead enforcer of the Regulatory Reform (Fire Safety) Order 2005 and all other aspects of the Central Regulatory Enforcement Group functions.
- 3.2 Prepare documentation and/or correspondence in support of the above function (including liaising with LFB General Counsel team, Enforcement Support Officers, Team Leaders and external Partners), and in connection with related policy issues.
- 3.3 Support Group meetings and working groups by producing agendas, minutes and all relevant paperwork.
- 3.4 Supply information from manual and computerised systems on request in the required format. Ensure equipment and data are safeguarded against damage and breaches of confidentiality
- 3.5 Maintain, manage and assist in the development of computerised and paper based administration and information systems. Including maintaining the reporting systems for and all Central Regulatory Enforcement Group and other aspects of the Central Regulatory Enforcement Group function.
- 3.6 Assist with research/special project work as directed by senior officers, preparing reports and briefing papers and carrying out research in liaison with other departments and outside agencies.
- 3.7 Quality Assurance and Vetting of Enforcement work completed by FRS B Fire Safety Regulation administrative officers.

4. General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 4.2 Carry out the duties of the post with regard to the Authority's Equalities Strategy and Policies.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 10 January 2020

Selection Criteria For: CREG Administrative Officer

Grade: FRS C

1. Experience

- 1.1 Experience of organising, planning and prioritising own work and meeting deadlines and targets while working flexibly within a team.
- 1.2 Experience of developing, maintaining and reviewing manual and computerised administrative processes.
- 1.3.1 Experience of using a range of information technology applications together with good keyboard skills and an understanding of how IT systems can be utilised efficiently in an office environment.

2. Skills

- 2.1 Good interpersonal skills in order to develop and maintain effective working relationships both internally and externally, ensuring high standards of customer care
- 2.2 Good oral and written communication skills in order to liaise effectively with staff and external partners at all levels and write documents, especially reports, letters, agenda and minutes which are clear and easy to understand.
- 2.3 Good analytical skills in order to undertake research, analyse data and provide a concise summary of findings.

3. Knowledge

- 3.1 An understanding of partnership working and how this can support the work of the department and so contribute to the Brigade's vision.
- 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a member of a team.
- 3.3 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a member of a team;
- 3.4 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are shortlisted, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 10 January 2020

ⁱ JE linked to ref A5



LONDON FIRE BRIGADE

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Our purpose – Trusted to serve and protect London

Our vision - We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

- Job Title:** Central Enforcement Training Officer
- Employer:** London Fire Commissioner
- Post No:** 998806
- Grade:** FRS C
- Directorate:** Operations
- Department:** Fire Safety Regulation
- Group:** Learning and Development Team
- Location:** Brigade Headquarters, Union Street, London SE1
- Reports to:** Technical Support Officer (Grade: FRS E)
- Responsible for:** None

How This Job Contributes To Our Vision

The post holder will play an active role in the formulation and review of the Continuous Professional Development (CPD) department and its workstreams including development for all fire safety regulation, community safety and administration staff. This will include ensuring the CPD is current and fit for purpose, using current teaching methods and using all the methods of delivery available to the LFB. This will incorporate monitoring and making recommendations for improvement as well as measuring for consistency of performance of this group. The post holder must be able to create and deliver face to face and electronic solutions for CPD. The post holder will also give fire safety related presentations to internal and external audiences.

MAIN DUTIES & RESPONSIBILITIES

- 1. Performance and self-development**
 - 1.1 Plan and organise personal workload to ensure that both routine and reactive tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.6 Use all information systems in accordance with GDPR.
- 1.7 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.7 Carry out organisational security measures and report any security risk or breaches.
- 1.8 Keep up to date with the LFB computer systems and how updates can be used to benefit the efficacy of the delivery of CPD to the Regulatory Fire Safety Department
- 1.9 To carry out all facilitation functions for Fire Safety Regulation for either internal or external providers

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.
- 2.3 Work as part of a team to develop and maintain CPD packages with Regulatory Fire Safety ensuring their compliance with legislation and current policy.
- 2.4 Maintain database and performance records reports .
- 2.5 Review policy and amend when required, supporting the department's IT systems and administrative processes.

3. Team Working

- 3.1 Ensure that practical and theoretical skills development is provided as necessary and that the individual team members are developed according to their needs.
- 3.2 Manage resources and self according to the demands of the workload.
- 3.3 Provide advice and support on the technical aspects of policies, procedures and guidance documents internally, to external organisations, and members of the public.
- 3.4 Maintain an up to date awareness of Brigade policy and Government legislation/initiatives relevant to the nature of the work.

3.5 Give fire safety presentations to fire safety staff, other departments, external bodies and members of the public as required.

4. Health and Safety

4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace and when facilitating any input which is taking place. Ensure that hazards are removed, minimised and/or reported according to established procedures. Procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

Note 1: The nature of this post may require you to work flexibly outside of your core hours, from time to time and will also involve travelling throughout the Greater London area. Travelling expenses will be reimbursed in accordance with current provisions.

Note 2: In addition to the duties set out above you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities of the post.

Note 3: This is a new post within the Fire Safety Department and will be subject to review as the post develops.

Date: 7 Sept 2022

Selection Criteria for: Central Enforcement Training Officer

Grade: FRS C

1. Experience

- 1.1 Experience of providing effective and efficient support to senior management.
- 1.2 Experience of organising, planning and prioritising own work, meeting deadlines and targets with minimal supervision.
- 1.3 Experience of setting up and maintaining detailed development programmes .
- 1.4 Experience of using a range of software applications and packages to produce training material to encompass different learning styles and disabilities together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Effective communication and interpersonal skills in order to forge efficient working relationships, both internally and externally.
- 2.2 Good written communication skills in order to write reports, letters, agenda which are clear and easy to understand.
- 2.3 Good analytical skills in order to undertake research, analyse data and provide a concise summary of findings suggest you include types of information e.g. numerical, training surveys etc.?.
- 2.5 Ability to acquire knowledge quickly and comprehensively, particularly procedures, legislation and policy.
- 2.6 Ability to develop CPD modules that comply with the organisational aims.

3. Knowledge

- 3.1 An understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.2 Awareness of one's responsibility with regard to health and safety in workplace.
- 3.3 An understanding of the need to maintain appropriate confidentiality within the policies of the Brigade and the legal requirements of the GDPR and Freedom of Information Act.
- 3.4 An understanding of different learning styles and disabilities which affect the way staff learn, and retain information.

Date: 7th Sept 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none"> • Is self-reflective and accepts constructive feedback. • Aware of own emotions and seeks to manage these. • Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none"> • Is aware and accepting of the diverse beliefs, culture and traditions of others. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none"> • Consistent and reliable, prioritising building trust with others. • Open-minded, unbiased and honest in their approach. • Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
Summary: <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
Summary: <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver

individual team objectives.

- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision –. We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Head of FSR Policy
Employer:	London Fire Commissioner
Post Number:	430222
Grade:	FRS F
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports To:	Deputy Assistant Commissioner (DAC) Fire Safety Regulation
Staff Directly Responsible For:	Technical Policy Officer (Grade: FRS E) Policy Support Team Leader (Grade: FRS E)

HOW THIS ROLE CONTRIBUTES TO OUR VISION:

As the leader of a team of uniformed and non uniformed staff the post holder will play an important role in the review and development of Fire Safety policy and guidance for LFB departments, external organisations and the public.

MAIN DUTIES AND RESPONSIBILITIES

1. Leadership and Management

- 1.1 To be responsible for the overall leadership and management of staff in a team, in line with Brigade policies, practices and management guidance.
- 1.2 Be responsible for the development, production and maintenance of FSR policy and procedures used by those working in the FSR function.
- 1.3 Take responsibility for the co-ordination of the development of consistent national, multi-borough and large partnership organisations (including other enforcing authorities)

approaches to encourage compliance and consistency of enforcement policy and procedures.

- 1.4 To actively promote the implementation of corporate policy initiatives, supporting staff through the change process.

2. Communication

- 2.1 Propose, and support agreed strategic approaches to promoting the enforcement of the Brigades' FSR policies within diverse communities, commercial sectors across London and nationally, as appropriate.
- 2.2 Represent the department, Brigade and at times the UK Fire Service and liaise with internal departments and external bodies on enforcement policy matters on a pan-London and national basis, as appropriate. To lead and participate, as required, on working groups, project teams and committees.
- 2.3 To prepare and deliver briefs, presentations, reports, answers to Brigade questions and correspondence with external organisations, on a range of FSR policy issues and initiatives for a variety of audiences (including Brigade Senior Management, elected members and others, as required).
- 2.4 To communicate, explain and gain support for FSR policy developments and their implementation. Ensure the quality and appropriateness of advice given, obtaining feedback, recommending changes and developing memorandums of understanding with external partnership organisations and staff at all levels of the Brigade, as necessary.
- 2.5 To positively communicate and support managerial and Brigade decisions.
- 2.6 To positively communicate and support the implementation of Brigade Policies, procedures and management guidance.
- 2.7 To develop new policies and practices, ensuring full consultation with interested parties including, as appropriate, staff side representatives.

3. Performance Management

- 3.1 To lead and manage the performance and development of staff within their line management chain with the aim of providing a flexible and efficient team that delivers on time and against the agreed objectives.
- 3.2 To assess and develop staff against set criteria in a range of processes including: PRDS; CPD; Recruitment etc; in accordance with Brigade policies and standardisation procedures.
- 3.3 To support the development of FSR personnel and identifying gaps in performance that can be improved by clearer guidance, working practices and policy. 3.4 To prepare reports and data to outline performance in relation to current Policy Team developments and performance indicators, to present this data in a timely and suitable format in order for managers to readily identify performance trends.
- 3.4 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.

- 3.5 To be proactive in ensuring specified corporate targets are achieved e.g. Sickness absence; budgetary compliance etc.
- 3.6 Keep informed of Brigade policies in relation to the role and the level of responsibility. Carry out all activities in accordance with these policies, asking for training and guidance if necessary.

4. External Engagement

- 4.1 Act as the regional representative for London on NFCC working groups, promoting Brigade FSR policies and approaches to enforcement of the FSR legislation.
- 4.2 To represent the Brigade at meetings, as determined by the line manager.
- 4.3 To take a proactive approach to representing the Brigade in a positive light, in due accordance with Brigade procedures, protocols, values and aims.

5. General

- 5.1 Manage and be accountable for the FSR policy team budget.
- 5.2 Complete personnel and training records as part of day to day duties, to support information management.
- 5.3 To verify and sign off forms such as expense claims, mileage claims etc.
- 5.4 Ensure the security of confidential and sensitive information/data, in accordance with the Data Protection and Freedom of Information Acts
- 5.5 To ensure that environmental impacts are considered when carrying out the duties of the post.
- 5.6 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.

6. Equalities and Health & Safety Policies

- 6.1 To have a corporate understanding of Brigade's Togetherness Strategy equality policies, aims and objectives, and ensure that local objectives are set and uphold standards of behaviour that contribute towards these. To be responsible for applying a consistent and appropriate approach to managing individual and diverse needs in the workplace, in line with equalities and personnel policies.
- 6.2 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.

Note 1: The nature of the duties may require you to work flexibly outside your core hours from time to time, including over night stays at non-Brigade locations

Note 3: In addition to the duties set out above, you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 4: This job description, including the systems and procedures mentioned herein may be changed from time to time, in line with Brigade requirements.

Date: 13 October 2020

Selection Criteria For: Head of FSR Policy & Performance **Grade:** FRS F

1. Experience

- 1.1 Experience of developing, implementing and reviewing policies and procedures and liaising and negotiating with a wide range of staff, including representative bodies.
- 1.2 Experience of liaising with, and influencing representatives of external organisations, partnerships, communities etc.
- 1.3 Experience of managing, training and developing support staff.
- 1.4 Experience of using a wide range of information technology applications together with good keyboard skills and an understanding of how IT systems can be utilised effectively in an office environment.
- 1.5 Experience of managing projects and monitoring budgets.
- 1.6 Experience of producing high quality written material, e.g. reports, briefing papers, minutes etc.

2. Skills

- 2.1 Effective oral communication skills in order to influence and liaise with people at all levels, to undertake presentations and provide training to individuals and groups.
- 2.2 Good numerical skills in order to produce, interpret and monitor financial reports, statistical information and budgets.
- 2.3 Good interpersonal skills in order to develop and maintain efficient and productive working relationships at all levels, both internally and externally.
- 2.4 Analytical skills in order to undertake research, analyse complex information and provide written summaries of findings.

3. Knowledge

- 3.1 Good working knowledge of Fire Safety Regulation policy and procedures and the ways in which relevant strategies can be delivered across diverse communities in London.
- 3.2 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy and Togetherness Strategy, both individually and as a manager.
- 3.3 Awareness of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.4 Awareness of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 13 October 2020



LONDON FIRE BRIGADE

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Job Description

Job Title:	Policy Support Officer
Employer:	London Fire Commissioner
Post Number:	430059
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Section:	FSR Policy Group
Location:	Brigade Headquarters, Union Street, London SE1
Reports to:	Policy Support Team Leader (Grade: FRS E)
Staff Directly Responsible for:	None

How This Job Contributes To Our Vision

The postholder will be responsible for the monitoring, management and maintenance of fire safety policy, including the initial research, development, and final formatting and publishing of policy. The postholder will also provide support and guidance to fire safety staff in the areas, regulatory fire safety staff, and to senior staff in the preparation of policy, reports and documents of a technical nature.

MAIN DUTIES & RESPONSIBILITIES

1 Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality, disclosing information to authorised persons only in accordance with agreed procedures and the Freedom of Information /Data Protection Acts.

- 1.3 Keep informed of the Brigade's and Directorate's policies/decisions as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the Data Protection Act.

2 Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3 Policy Support

- 3.1 Participate in projects as directed by Head of Policy Support, carrying out research and data analysis as necessary, liaising with other departments and agencies.
- 3.2 Prepare reports, briefing papers and non-routine policy level correspondence which will be primarily of a technical or legal nature.
- 3.3 Ensure that regulatory fire safety policies, procedures, guidance notes and documents are prepared, reviewed and published as necessary in accordance with departmental and Brigade standards.
- 3.4 Provide high level advice and support on policy and procedural matters to fire safety staff in the Areas and fire safety regulation staff, organising and supporting training events for internal and external candidates as appropriate .

4 Information technology

- 4.1 Undertake the routine maintenance and day to day management of fire safety IT systems used to support the fire safety regulation function, including providing support and advice to users and ensuring that any issues are responded to in an appropriate manner, liaising with the Directorate's Systems and Information Officer as necessary.
- 4.2 Monitor the use of IT systems to ensure that a high standard of data integrity is being maintained and that any enhancements required to improve the functionality of IT systems are forwarded to the Directorate's Systems and Information Officer .
- 4.2 Ensure that the relevant Internet/Intranet pages are maintained in accordance with Brigade standards, liaising with the Directorate's Systems and Information Officer as necessary.

5 Health and Safety

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 5.2 Carry out the duties of the post with regard to the Brigade's Equalities Policy.
- 5.3 Carry out organisational security measures and report any security risk or breaches.
- 5.4 Consider the environmental impact when carrying out the duties of the post.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 19 March 2019

1. Experience

- 1.1 Experience in the use of a wide range of information technology applications with good keyboard skills and an understanding of the ways in which IT applications are maintained.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of providing a proactive support service to senior managers and working flexibly with minimal supervision.
- 1.4 Experience of the management, development and training of subordinate staff.

2. Skills

- 2.1 Excellent communication skills, both written and oral in order to work with staff at all levels. The ability to draft a variety of documents in plain English, using correct grammar, spelling and appropriate vocabulary.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally and to ensure high levels of customer care.
- 2.3 Analytical skills in order to undertake research from a variety of sources and to provide concise and accurate written summaries of findings.
- 2.4 Good organisational skills. The ability to monitor and manage IT and paper based systems.

3. Knowledge

- 3.1 Knowledge, or the ability to quickly acquire such knowledge, of web and database management, including the designing and maintaining of IT based proforma and procedural documentation..
- 3.2 Detailed knowledge or the ability to acquire such knowledge, of fire safety policy and legislation.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you. If called for assessment, all criteria will be tested.

Date: 19 March 2019



LONDON FIRE BRIGADE

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Job Description

Job Title:	Technical Policy Advisor
Employer:	London Fire Commissioner
Grade:	FRS D
Post Number:	430185
Directorate:	Operations
Department:	Fire Safety Regulation
Section:	FSR Policy Group
Location:	Brigade Headquarters, Union Street, London SE1
Reports to:	Technical Policy Support Team Leader (Grade/Role: FRS E/Station Manager)
Responsible for:	None

How This Job Contributes To Our Vision

The post holder will play an active role in the formulation and reviewing of technical standards and policies in respect of fire safety legislation, in particular the Regulatory Reform (Fire Safety) Order 2005. The post holder will be part of a team providing support to managers, staff and other policy groups across the department, the publishing of regulatory fire safety policy and the provision of technical support. The post holder will also contribute to National and professional bodies developing guidance on fire safety related subjects, and provide fire safety related development activities and presentations to internal and external audiences.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.6 Use all information systems in accordance with the GDPR and Data Protection Act.
- 1.7 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.8 Carry out organisational security measures and report any security risk or breaches.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Fire Safety Regulation - Policies and Procedures

- 3.1 Undertake research into policy matters and provide assistance to senior managers, prepare reports, briefing documents and replies to correspondence which will be primarily of a technical or legal nature.
- 3.2 Ensure that the relevant regulatory fire safety policies and procedures are prepared, updated as necessary to take account of changes to fire safety legislation, and provide material for publishing and informing Brigade staff.
- 3.3 Be aware of, and advise others on, the content and interpretation of fire safety legislation, British Standards, Codes of Practice, appropriate guidance etc.
- 3.4 Provide advice and support on the technical aspects of policies, procedures and guidance documents both internally and to external organisations and members of the public.
- 3.5 Contribute to the formulation of national fire safety guidance by commenting on British Standards, and liaising with the British Standards Institution, National Fire Chiefs Council and other bodies that formulate guidance on fire safety.
- 3.6 Contribute to internal and external working groups advising on specific fire safety risks such as Heritage and Historic building groups, NFCC, SE Heritage group.
- 3.7 Support the Brigade Petroleum Manager and staff to maintain policies and resolve issues as the Petroleum Enforcement Authority.
- 3.8 Contribute to The Chartered Institute of Environmental Health (CIEH) panel for London to resolve fire safety issues with regard to housing and housing protocols for London Boroughs.

4. Developing Others

- 4.1 Assist senior managers in the preparation and delivery of training materials relating to new or revised technical standards, policies and procedures for delivery by the relevant department.

4.2 Give fire safety presentations to external bodies and members of the public as required, and deliver learning and development activities for staff at induction and for continuation training in fire safety matters.

5. Health and Safety

5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

6. Administration

6.1 Assist in the development and maintenance of administrative systems utilising IT applications as appropriate.

6.2 Attend meetings and take notes at meetings as directed.

Notes: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: July 2018

1. Experience

- 1.1 Experience of undertaking research, analysing information and providing concise written summaries of findings.
- 1.2 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;
- 1.3 Experience of working as an enforcement officer .
- 1.4 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.5 Experience of managing the provision of administrative support to senior managers.

2. Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.
- 2.2 Good presentation skills and well-developed communication skills in order to liaise with and advise staff at all levels and to summarise management and technical information for non technical recipients, and to draft complex reports to aid others in decision making.
- 2.3 The ability to draft organisational policy documents in plain easily understood language.

3. Knowledge

- 3.1 Detailed knowledge of technical fire safety procedures and legislation .
- 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.3 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.4 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the GDPR and Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you. If called for assessment, all criteria will be tested.

Date: July 2018



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision - To be a world class fire and rescue service for London, Londoners and visitors

Job Description

Job Title: Petroleum and Alternative Fuels Manager

Employer: London Fire Commissioner

Post No: 430152

Grade: FRS F

Directorate: Operations

Department: Fire Safety

Location: Brigade Headquarters, 169 Union Street, London, SE1

Reports to: Deputy Assistant Commissioner (Central Teams)

Staff directly

responsible for: 1 x FRS E Petroleum/Specialist Teams manager, Petroleum Officers x 4.7 (Grades: 1x FRS C, 3.7 x FRS C/D and 1x Sub Officer), Research Officer (1 x Grade FRS D), 1x Station Officer, 2 x FRS D (Heritage coordinator and Hospitals coordinator) .

How This Job Contributes To Our Vision:

The role will develop and assure excellence in the carrying out of the Brigade's statutory duty to comply with the Petroleum (Consolidation) Regulations 2014 and enforcement of the Dangerous Substances and Explosive Atmospheres Regulations 2002. This will also see the application of the Regulatory Enforcement and Sanctions Act 2008 (as amended) as applied to the Primary Authority Partnerships set up under the Act in respect of Petroleum Legislation . The role will also ensure the Brigade remains aware of developments in the area of mainstream alternative fuels such as bio fuels, rechargeable battery technology for electric vehicles and Hydrogen and help shape any appropriate future approach.

MAIN DUTIES AND RESPONSIBILITIES

1. To lead a team of staff working in partnership with external businesses and organisations to reach and maintain the appropriate safety standards as required by the relevant health and safety legislative frameworks.
 - 1.1 To formulate and develop relevant policies and procedures for the management of primary authority partnerships in accordance with the Regulatory Enforcement and Sanctions Act 2008 (as amended).

- 1.2 Support the development, production and maintenance of guidance provided by nationally recognised bodies for use by all Petroleum Enforcement Authorities and petrol filling station operators within the United Kingdom.
- 1.3 Keep up to date with information necessary for work activities, maintaining an excellent knowledge of petroleum and alternative fuel based legislation and to provide internal guidance on technical and legal petroleum and alternative fuels matters as required and in line with Brigade and Mayoral objectives .
- 1.4 To develop strategies and partnerships at practitioner and strategic levels in order to meet with the requirements of current and future London Safety Plans, as well as the Mayor's Plan with regards to Environmental, Housing and Transport polices. To ensure that all strategies and partnerships are subject to appropriate levels of governance and that relevant points and learning are disseminated across the organisation.
- 1.5 To identify and develop administrative systems/databases to record information and support the work of the Group in delivering their statutory function.
- 1.6 Represent the Department and liaise, as appropriate, with internal departments and external bodies on Petroleum Legislation and alternative fuels enforcement policy matters on a pan-London and national basis. Preparing and delivering presentations, as required, to a variety of audiences both internally and externally.
- 1.7 Prepare and deliver written and oral briefings and advice on Petroleum Legislation and alternative fuels enforcement issues for Brigade Senior Management and others as required.
- 1.8 Monitor and review alternate fuels (such as Electricity and Hydrogen) which may appear on Petroleum sites or impact on London, liaising with stakeholders and briefing DAC Central Teams as required.
- 1.9 Identify potential risk elements relating to alternate fuels (e.g. hydrogen) that may require assessment for inclusion on departmental or organisational risk registers, and or inform other Brigade departments as necessary.

2. Consistency of National Enforcement Activity

- 2.1 Lead in the preparation and amendment of technical and legal documents in light of new and revised British Standards, Approved Documents and Codes of Practice for alternative fuels and petroleum regulation.
- 2.2 Influence the development of petroleum regulation and technical design by representing the Brigade at committees tasked with reviewing and drafting national guidance.
- 2.3 Liaise with National and International bodies as necessary in order to ensure the quality and appropriateness of guidance and advice provided to Partner Organisations and Petroleum Enforcement Authorities is accurate and will stand up to any challenge or appeal.
- 2.4 Conduct and manage post-appeal case reviews, to identify lessons learnt that can be used to develop best practice and enhance the efficiency and performance of the primary authority partnership arrangement.
- 2.5 Provide support to Petroleum specialist staff both within and outside of the Brigade in the carrying out of their duties. Provide guidance and training with a view to ensure

consistent enforcement of Petroleum Legislation both within Greater London and nationally, and to provide resilience and sustainability for the continued participation of the Brigade within the role of primary authority for Petroleum Legislation.

3. Staff Management

- 3.1 Manage the performance and development of subordinate staff to meet required service levels and quality standards.
- 3.2 Identify individual and team development and skills training needs and ensure that these are met.
- 3.3 Develop strategic plans, adapting to changes within the built environment and assess resources within the staff group and where necessary devise and implement measures to ensure resilience is in place.

4. General

- 4.1 Maintain at all times an awareness of proposals for legislative change and other initiatives (e.g. changes to petroleum safety legislation or enforcement policy or guidance) on the part of central government that may have an influence on fire safety (Petroleum) regulation enforcement policy and procedures.
- 4.2 Carry out the duties of the post in accordance with the Brigade's policies, including in particular the Brigade's equalities policy, health and safety policies and the Acceptable Use policy.
- 4.3 Maintain confidentiality and security of sensitive information/data and carry out the duties of the post in accordance with the legal requirements of the Data Protection and Freedom of Information Acts.
- 4.4 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 4.5 Establish and maintain positive working relationships both within the Brigade and with external groups and organisations and the general public.
- 4.6 Consider the environmental impact when carrying out the duties of the post.
- 4.7 Obtain and hold current membership of the Association for Petroleum and Explosives Administration

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The postholder will be required to undertake site visits and attend meetings both within the Greater London area and beyond in order to discharge his/her responsibilities. Travelling expenses/mileage allowance will be reimbursed in accordance with the Brigade's provisions.

Date: 03 April 2020

Selection Criteria for: Petroleum and Alternative Fuels Manager **Grade:** FRS F

1. Qualifications and Experience

- 1.1 Hold a recognised qualification in petroleum enforcement.
- 1.2 Experience of enforcement and investigative activity and procedures including development and application of enforcement policies, procedures and guidance relating to Petroleum Legislation. Experience of close working with legal professionals and national/European guidance and standards committees or demonstrate the ability to carry out this role.
- 1.3 Experience of providing advice and support to principal managers and/or elected Members in a large and complex organisation, or demonstrate the ability to carry out this role.
- 1.4 Experience of staff management, and the motivation, training and development of teams and of individual staff, or demonstrate the ability to carry out this role.
- 1.5 Experience of using a range of software applications and packages together with good keyboard skills and an awareness of the ways IT applications can be developed in the context of the work of the Directorate.

2. Skills

- 2.1 Well developed interpersonal skills, in order to establish and maintain effective relationships with managers at all levels from a range of functions.
- 2.2 Well developed oral and written communication skills in order to conduct presentations, liaise with and advise staff at all levels, to summarise management and technical information for non technical recipients, and to draft complex reports to aid others in decision making.
- 2.3 High level analytical, research and planning skills in order to formulate and implement policies and initiatives, co-ordinate resources, set priorities and ensure appropriate staff are utilised towards achieving corporate goals.
- 2.4 Good organisational skills with the ability to determine priorities in the context of competing demands.

3. Knowledge

- 3.1 Knowledge of the intent and requirements of the Petroleum (Consolidation) Regulations 2014, the Dangerous Substances Explosive Atmospheres Regulations 2002 and the Regulatory Enforcement and Sanctions Act 2008 and their interaction with other legislative safety regimes.
- 3.2 A working knowledge of Police and Criminal Evidence Act requirements as they relate to the Petroleum Legislation enforcement function and of the Criminal Justice procedure as it relates to offences under Petroleum Legislation.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.

- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 03 April 2020



LONDON FIRE BRIGADE

The London Fire Commissioner is the Fire and Rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Fire Safety Central Teams, Team Leader
Employer:	London Fire Commissioner
Post Number:	430243
Grade:	FRS E
Directorate:	Operational Delivery
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street, London, SE1 (with remote working)
Reports to:	Petroleum & Alternative Fuels Group Manager (FSR Central Teams)
Staff directly responsible for:	Petroleum Officers (Grades: 1x FRS C, 6 x FRS C/D and 1x Sub Officer), 3x Central Team Coordinators.

How This Job Contributes To Our Vision:

The post-holder will provide effective day-to-day management and co-ordination of human and physical resources in Fire Safety Specialist and Petroleum Teams, support personnel to provide effective service delivery. As part of a multi-disciplined team, the post holder assists the Brigade in the discharge of its statutory fire safety and petroleum functions. The purpose of this legislation is to make London a safer city.

MAIN DUTIES AND RESPONSIBILITIES

1 Staff Management and Development

- 1.1 To lead and manage the performance of the Petroleum & Alternative Fuels Group, including the specialist workstreams; Heritage, Healthcare and Automatic Fire Suppression System (AFSS), in line with Brigade Policies, procedures and management guidance, so as to provide a flexible and efficient team that delivers on agreed aims and objectives.
- 1.2 Identify personal and team development needs, undertaking training and seeking guidance where necessary, in accordance with Departmental objectives and

agreement of management. Monitor own and teams performance against agreed indicators and objectives.

- 1.3 To lead and manage the performance of team staff, in line with Brigade Policies, procedures and management guidance, so as to provide a flexible and efficient team that delivers on agreed aims and objectives.
- 1.4 To assist in the recruitment, assessment and development of team staff against set role criteria, in conjunction with the line manager and FSR management team and in accordance with Brigade Policies and procedures.
- 1.5 Oversee the provision of ongoing learning and development to FSR Delivery and other staff as required in accordance with Departmental policies.

2 Performance Management

- 2.1 Review own and team's performance against targets, taking appropriate action to support both output and individual performance indicators, including corporate targets, sickness absence, etc.
- 2.2 Keep up to date with information that is necessary for work activities including updates or changes to the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance as necessary.
- 2.3 To contribute to the Departmental plan as required, accounting for key performance indicators and service delivery targets, that supports the Brigades Aims and Objectives.

3 Primary Authority Partnerships for Petroleum Legislation

- 3.1 Provide and manage the primary authority advice and guidance provided to Partner Organisations under Agreements drawn up under the Enterprise Act 2008.
- 3.2 Support the development, production and maintenance of guidance provided by nationally recognised bodies for use by all Petroleum Enforcement Authorities and petrol filling station operators within the United Kingdom. Support line management by deputising at meetings where necessary.
- 3.3 Support the development and continued management of Primary Authority Partnerships under Petroleum Legislation and consistent enforcement by all Petroleum Enforcement Authorities within the UK at all petrol filling stations operated by our Partners.
- 3.4 Produce and promote Inspection Plans for all Petroleum Enforcement Authority Inspecting Officers inspecting petrol filling stations operated by Partner Organisations throughout the UK.
- 3.5 Support the Petroleum & Alternative Fuels Group Manager in representing the Department and liaise, as appropriate with internal departments and external bodies on Petroleum Legislation and alternative fuels matters with regards to petroleum filling stations.
- 3.6 Support the Petroleum & Alternative Fuels Group Manager in contributing towards; and presenting when necessary; written and verbal briefings and advice on petroleum

& fire safety legislation enforcement issues for Brigade Senior Management, elected members and other stake holders as required.

- 3.7 Support the specialist workstreams; Heritage, Healthcare and Automatic Fire Suppression System (AFSS). This will include line managing the appropriate leads for each subject, as well as supporting the Group Manager relating to these work streams.
- 3.8 Provide strategic guidance and support for the Petroleum & Alternative Fuels Group Manager, ensuring that organisational objectives are achieved and communicated to stakeholders as required.
- 3.9 Ensuring resilience and future team planning for the Petroleum & Alternative Fuels Group, are developed and maintained.

4 Consistency of National Enforcement Activity

- 4.1 To ensure that an appropriate response is made to any notifications of proposed enforcement action by another Petroleum Enforcement Authority against one of the Partner Organisations within the time limit prescribed within the Act.
- 4.2 Liaise with National and International bodies as necessary in order to ensure the quality and appropriateness of guidance and advice provided to Partner Organisations and Petroleum Enforcement Authority is accurate and will stand up to scrutiny or appeal.
- 4.3 Take responsibility for the assessment and review of proposed appeals by another Petroleum Enforcement Authority taken to the Office for Product Safety and Standards, against the direction given in regard to a proposed enforcement action, and to represent the Brigade at any such appeals.
- 4.4 Conduct and manage post-appeal case reviews, to identify lessons learnt that can be used to develop best practice and enhance the efficiency and performance of the Primary Authority Partnership arrangement.
- 4.5 Provide guidance and support to the Petroleum & Alternative Fuels Group Manager regarding ensuring consistent enforcement of Petroleum Legislation both within Greater London and nationally, and to provide resilience and sustainability for the continued participation of the Brigade within the role of Primary Authority for Petroleum Legislation.

5 General

- 5.1 Maintain at all times an awareness of proposals for legislative change and other initiatives (e.g. changes to petroleum and fire safety legislation) on the part of central government that may have an influence on petroleum and fire safety regulation.
- 5.2 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy. Maintain confidentiality of information in accordance with agreed procedures and the principles of the General Data Protection Regulations (GDPR), the Data Protection and Freedom of Information Acts.

- 5.3 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 5.4 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. To liaise with other Brigades and external business groups, exchanging information and providing timely support, as required.
- 5.5 Consider the environmental impact when carrying out the duties of the post.
- 5.6 To conduct verbal and written briefings and presentations to LFB staff and other audience groups, as required.
- 5.7 Support/Chair appropriate FRS E grade level meetings, case conferences and working groups, including producing agendas, minutes and business papers where applicable.
- 5.8 Support the delivery of Brigades Togetherness Strategy and policies supporting the Action Plan, the Delivery Plan, and the Community Risk Management Plan (CRMP).

Note 1: The nature of this post may require you to work flexibly outside of your core hours, from time to time.

Note 2: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Department and the Authority; such duties to be commensurate with the responsibilities and grading of the post.

Note 3: This job description including the systems and procedures mentioned herein may be changed from time to time, in line with Brigade requirements.

Date: 13 July 2022

1 Qualifications and Experience

- 1.1 Hold a recognised qualification in Fire Safety (minimum level 4 or equivalent standard) and ideally have experience of applying petroleum legislation.
- 1.2 Experience of enforcement and investigative activity and procedures including development and application of enforcement policies, procedures and guidance relating to Fire Safety Legislation.
- 1.3 Experience of providing advice and support to principal managers and/or elected Members in a large and complex organisations.
- 1.4 Experience of staff management, including the motivation, training and development of teams.
- 1.5 Experience of using a range of software applications and packages together with good keyboard skills and an awareness of the ways IT applications can be developed in the context of the work of the Directorate.

2 Skills

- 2.1 Well developed interpersonal skills, in order to establish and maintain effective relationships with managers at all levels from a range of functions.
- 2.2 Well developed oral and written communication skills in order to conduct presentations, liaise with and advise staff at all levels, to summarise management and technical information for non technical recipients, and to draft complex reports to aid others in decision making.
- 2.3 High level analytical, research and planning skills in order to formulate and implement policies and initiatives, co-ordinate resources, set priorities and ensure appropriate staff are utilised towards achieving corporate goals.
- 2.4 Good organisational skills with the ability to determine priorities in the context of competing demands.

3 Knowledge

- 3.1 Knowledge of the intent and requirements of the Petroleum (Consolidation) Regulations, 2014, the Dangerous Substances Explosive Atmospheres Regulations 2002 and the Regulatory Enforcement and Sanctions Act 2008 and their interaction with other legislative safety regimes.
- 3.2 A working knowledge of the Police and Criminal Evidence Act and how it relates to the Petroleum and Fire Safety Legislation.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager;

- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 13 July 2022

LFB BEHAVIOURS

FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Promotes self-reflection and acceptance of constructive feedback in order to improve. • Aware of own emotions and how to manage these. • Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Understands the importance of working with others with diverse beliefs, cultures and traditions. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises being trustworthy, leading with consistency, patience and reliability. • Demonstrates and promotes an honest and unbiased approach. • Creates a team environment where people listen to each other's concerns to fully understand

different circumstances and perspectives.

TOGETHERNESS:

B4 Inclusive

Includes others and welcomes everyone.

Summary:

- Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.
- Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.
- Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.

B5 Teamwork

Works with others to achieve results.

Summary:

- Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes.
- Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement.
- Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition.
- Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring.
- Supports a coaching culture through encouraging others to take career

development opportunities and nurturing talent.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively.
- Is accountable for mistakes and delays, taking action to resolve them.
- Seeks and provides up-to-date information and proactively monitors quality and progress.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational.
- Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery.
- Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Is a champion for positive change, driving forward innovation and new ways of working.
- Takes the initiative to resolve problems.
- Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

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Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Inspecting Officer (Petroleum)
Employer:	London Fire Commissioner
Post No:	430041
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Location:	Based at Union Street, London, SE1 0LL, with remote working facility
Reports to:	Team Leader (Grade: FRS E)
Responsible for:	No line management responsibilities

How this role contributes to our vision:

The postholder provides professional and technical expertise to ensure that the London Fire Commissioner's responsibilities under the Petroleum (Consolidation) Regulations 2014, the Dangerous Substances and Explosive Atmospheres Regulations 2002 and other legislation are discharged effectively

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.

1.6 Use all information systems in accordance with the Data Protection Act.

2 Effective working relationships

2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.

2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care.

3 Service Delivery

3.1 Attend meetings in the office and on site, to discuss and agree proposals for premises subject to the Petroleum (Consolidation) Regulations 2014 and other appropriate legislation.

3.2 Inspect certificated premises on a risk assessment basis to ensure compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 and taking due regard to the impact of alternative fuels.

3.3 Oversee construction work and alterations, including testing of installations and decommissioning of tanks, at premises subject to petroleum legislation.

3.4 Deal with enquiries and offer advice on the safe keeping of petroleum and other hazardous substances and the decommissioning of storage facilities for premises within the scope of the relevant legislative frameworks.

3.5 Prepare inspection reports and instigate appropriate subsequent action in respect of contraventions of petroleum legislation.

3.6 Complete accurate statements where contraventions of petroleum legislation have occurred.

3.7 Serve notices under the Public Health Act 1961 and the Health and Safety at Work Act 1974 detailing necessary action to be taken and to testify in court as necessary.

3.8 Attend and provide advice on petroleum related incidents during normal office hours as directed by senior officers and to liaise with the senior officer present as appropriate.

3.9 Adhere to the requirements of Primary Authority and support in the discharge of these duties.

3.10 Consult with other enforcing authorities where required in respect of petroleum and alternative fuels matters.

4 Service Management

4.1 Liaise with Team Leader on a regular basis to agree work schedules and performance targets.

4.2 Accurately maintain records in respect of all duties undertaken.

- 4.3 Maintain proper administrative procedures and records in accordance with Brigade policy.
- 4.4 Carry out work in accordance with agreed procedures and Brigade policy with due recognition to the Brigade's customer care and quality assurance standards, and to identify any improvements to these standards.

5 Training

- 5.1 Assist the Team Leader in the training of newly appointed Inspecting Officers (Petroleum).
- 5.2 Provide guidance and familiarisation training for uniformed personnel in those aspects of petroleum work that they will be involved in.
- 5.3 Attend appropriate internal and external seminars and training courses as directed by the Team Leader.

6 General

- 6.1 With regard to the duties set out in sections 3 and 4 above, prepare concise and accurate reports as instructed by a supervising officer. Maintain confidentiality associated with the duties of the post and in accordance with the Brigade's statutory obligations, standing orders etc.
- 6.2 Successful candidates will be required to undertake applicable courses in petroleum regulation and complete a course of study leading to a recognised qualification in fire safety.
- 6.3 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 6.4 Carry out organisational security measures and report any security risk or breaches.
- 6.5 Work in accordance with the lone worker policy.

NOTES:

- (a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.
- (b) Candidates should be aware that the post of inspecting officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any medical conditions, e.g. vertigo, back problems etc, which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above
- (c) In order to undertake the duties of this post, the jobholder will be required to use their own vehicle to undertake inspections. This will primarily be within the Greater London area. The jobholder will join the Brigade's car user's scheme and will be reimbursed, on a

monthly basis, official mileage and expenses in accordance with the Brigade's current provisions and policies.

DATE: 23 August 2021

Selection Criteria For: Inspecting Officer (Petroleum) **Grade:** FRS D

1. Qualifications and Experience

- 1.1 A recognised qualification in petroleum enforcement or currently undertaking study or a commitment to undertaking study in order to obtain relevant qualifications.
- 1.2 Possession of a current UK Driving licence.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.4 Experience of working with minimal supervision and on own initiative.
- 1.5 Practical experience of reading and interpreting drawings of a technical nature.

2. Skills

- 2.1 An analytical approach to the work including the ability to quickly assimilate new trends and developments in the petroleum industry and their application in the field.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations including professional officers involved in building developments and construction, ensuring that a high standard of customer care is maintained at all times.
- 2.3 Proven organisational skills in order to determine work priorities and to ensure deadlines are met.
- 2.4 Proven numerical skills in order to provide and maintain own work returns and to carry out other calculations on petroleum safety issues such as hazardous zones radius, technical calculations and safety distances etc.

3. Knowledge

- 3.1 Knowledge of, or the ability to quickly acquire, fire safety legislation as relating to petrol service stations.
- 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibilities with regard to the policy.
- 3.3 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.4 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You

must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

DATE: 23 August 2021



LONDON FIRE BRIGADE

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Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Research and Inspecting Officer (Petroleum)
Employer:	London Fire Commissioner
Post No.:	430302
Grade:	FRS D
Directorate:	Directorate of Operations
Department:	Fire Safety Regulation
Location:	Inspecting Officers (Petroleum) base at Union Street, London, SE1 0LL with remote working facility
Reports to:	Team Leader (Grade: FRS E)
Responsible for:	No line management responsibilities

How this role contributes to our vision:

The postholder provides professional and technical expertise to ensure that the London Fire Commissioner's responsibilities under the Petroleum (Consolidation) Regulations 2014, Dangerous Substance and Explosive Atmospheres Regulations 2002 and other legislation are discharged effectively

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.

1.6 Use all information systems in accordance with the General Data Protection Regulations.

2 Effective working relationships

2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.

2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care.

3 Service Delivery

3.1 Identify and keep up to date on new technical or legal advancements which will impact the inspection regime and statutory duty. Report this information to the Petroleum Manager and other relevant Commissioner departments.

3.2 Attend meetings in the office and on site, to discuss and approve proposals for premises subject to the Petroleum (Consolidation) Regulations 2014 and other appropriate legislation

3.2 Inspect certificated premises on a risk assessment basis to ensure compliance under the Dangerous Substances and Explosive Atmospheres Regulations 2002.

3.3 Oversee construction work and alterations, including testing of installations, at premises subject to petroleum legislation.

3.4 Deal with enquiries and offer advice on the safe keeping of petroleum and other hazardous substances.

3.5 Prepare inspection reports and instigate appropriate subsequent action in respect of site certification.

3.6 Complete accurate statements where contraventions of petroleum legislation have occurred.

3.7 Serve notices under the Health and Safety at Work Act 1974 detailing necessary action to be taken and to testify in court as necessary.

3.8 Attend petroleum related incidents during normal office hours as directed by senior officers and to liaise with the senior officer present as appropriate.

3.9 Support Primary Authority partnerships by carrying out research on given topics and provide all findings to the Petroleum manager and case officers.

3.10 Identify and keep up to date with alternative fuels which will be expected to be included on a petrol filling station and for which the Commissioner will be the enforcing body for.

3.11 Carry out research on alternative fuels and the impact on the storage of petrol.

3.12 Support the Petroleum Manager by providing information relevant for reports on topics which impact the Commissioner and inspections.

- 3.13 Support the Petroleum Manager by providing information for external committees, this may include presenting the information in person.

4 Service Management

- 4.1 Liaise with Team Leader on a regular basis to agree work schedules and performance targets.
- 4.2 Accurately maintain records in respect of all duties undertaken.
- 4.3 Maintain proper administrative procedures and records in accordance with Brigade policy.
- 4.4 Carry out work in accordance with agreed procedures and Brigade policy with due recognition to the Brigade's customer care and quality assurance standards, and to identify any improvements to these standards.

5 Training

- 5.1 Assist the Team Leader in the training of newly appointed Inspecting Officers (Petroleum).
- 5.2 Provide guidance and familiarisation training for uniformed personnel in those aspects of petroleum work that they will be involved in.
- 5.3 Attend appropriate internal and external seminars and training courses as directed by the Team Leader.
- 5.4 Become a member of the Association for Petroleum and Explosives Administration (APEA) to access continued personal development benefits.
- 5.5 Provide training to the petroleum officers and other relevant Commissioner departments on the research conducted and deal with internal queries to improve the inspection regime.

6 General

- 6.1 With regard to the duties set out in sections 3 and 4 above, prepare concise and accurate reports as instructed by a supervising officer. Maintain confidentiality associated with the duties of the post and in accordance with the Brigade's statutory obligations, standing orders etc.
- 6.2 Successful candidates will be required to undertake and complete a course of study in petroleum enforcement.
- 6.3 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 6.4 Carry out organisational security measures and report any security risk or breaches.

NOTES:

- (a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.
- (b) Candidates should be aware that the post of inspecting officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any medical conditions, e.g. vertigo, back problems etc, which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above
- (c) In order to undertake the duties of this post, the jobholder will be required to use their own vehicle to undertake inspections. This will primarily be within the Greater London area. The jobholder will join the Brigade's car user's scheme and will be reimbursed for official mileage and expenses in accordance with the Brigade's current provisions and policies.

DATE: 14 August 2018

Selection Criteria For: Inspecting Officer (Petroleum) **Grade:** FRS D (FRS C whilst undergoing training)

1. Qualifications and Experience

- 1.1 A recognised qualification in petroleum enforcement or currently undertaking study or a commitment to undertaking study, or a working knowledge of the area.
- 1.2 Possession of a current UK Driving licence.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;
- 1.4 Experience of working with minimal supervision and on own initiative.
- 1.5 Practical experience of reading and interpreting drawings of a technical nature.
- 1.6 Practical experience of carrying out research and presenting in written or verbal form.

2. Skills

- 2.1 An analytical approach to the work including the ability to quickly assimilate new trends and developments in the petroleum industry and their application in the field.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations including professional officers involved in building developments and construction, ensuring that a high standard of customer care is maintained at all times.
- 2.3 Proven organisational skills in order to determine work priorities and to ensure deadlines are met.
- 2.4 Proven numerical skills in order to provide and maintain own work returns and to carry out other calculations on petroleum safety issues such as safety distances, hazardous zones and design factors which would have implications on a petrol installation.

3. Knowledge

- 3.1 Knowledge of, or the ability to quickly acquire, legislation as relating to petrol service stations.
- 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibilities with regard to the policy.
- 3.3 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.4 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the General Data Protection Regulations and the Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the

relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

DATE: 14 August 2018



LONDON FIRE BRIGADE

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Job Description

Job Title: Healthcare Co-Ordinator/Central Teams Inspecting Officer

Employer: London Fire Commissioner

Post No: 430308

Grade: FRS D

Directorate: Directorate of Operations

Department: Fire Safety Regulation

Location: **Brigade Headquarters, Union Street, London, SE1 0LL, with remote working within local area teams**

Reports to: Specialist Team Leader (Grade: FRS E)

Responsible for: Currently no day to day direct line management responsibilities

How this role contributes to our vision:

The postholder will have an active part in providing professional and technical expertise to both internal and external stakeholders in the subject area of healthcare fire safety, to ensure that the London Fire Commissioner's responsibilities under the Regulatory Reform Fire Safety Order (2005), and other legislation, are discharged effectively. This combined role contributes to improving the Brigade's inspection regime and achieving LSP objectives.

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the General Data Protection Regulations and relevant legislation.
- 1.7 Keep fully appraised of technical Healthcare and Transport Fire Safety developments and be committed to continuous learning and improvement. Provide evidence of development, when required, focusing on achieving outputs, defined through professional or other competence standards. Record CPD activities in line with Brigade recommendations.

2 Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations/professional officers involved in building developments/construction and members of the public competently, professionally, politely and in a timely fashion, according to the principles of customer care.

3 Service Delivery

- 3.1 Support the Team Leader in the role as the Healthcare Coordinator/Central Teams Inspecting Officer for the Brigade. From time to time, it may also be necessary for the postholder to assist in other fields of work under the remit of the Central Teams.
- 3.2 Pro-actively seek to develop new and improved systems of work with the aim of increasing the effectiveness and efficiency of the Brigade.
- 3.3 Support and maintain the virtual healthcare team of Inspecting Officers, this includes facilitating healthcare team meetings on a quarterly basis and providing support on complex/technical jobs to Inspecting Officers .
- 3.4 Support and maintain existing healthcare Memorandum of Understandings (MOU) and pro-actively seek new partnerships from other healthcare providers (in line with departmental plans).
- 3.5 Pro-actively engage with both the Unwanted Fire Signal (UwFS) Team within the Brigade, and with healthcare providers to reduce UwFS's in healthcare premises.
- 3.6 Continue to collaborate with national healthcare organisations such as NHS Improvement/NHS England and CQC.
- 3.7 Support the Team by representing LFB at national external committee groups, such as National Association of Healthcare Fire Officers (NAHFO).
- 3.8 Attend meetings in Brigade premises and at external locations, to discuss topics relating to healthcare or appropriate premises subject to the Fire Safety Order 2005, as required.
- 3.9 Carry out/support inspections of both healthcare and potentially other work streams such as transport, which fall under the Fire Safety Order 2005.

- 3.10 Serve notices under the Fire Safety Order 2005 detailing necessary action to be taken and to provide evidence in court, as required.
- 3.11 Where contraventions of fire Safety have occurred, prepare reports, instigate appropriate subsequent action and complete accurate statements where contraventions of Fire Safety have occurred, for the purposes of a prosecution/Senior Management and/or external use, as required.

4 Service Management

- 4.1 Liaise with the Team Leader on a regular basis to agree work schedules and performance targets. Ensure effective measurement of work/performance in line with departmental/Team Leader guidance.
- 4.2 Accurately maintain records in respect of all duties undertaken.
- 4.3 Maintain proper administrative procedures and records in accordance with Brigade policy.
- 4.4 Carry out work in accordance with agreed procedures and Brigade policy with due recognition to the Brigade's customer care and quality assurance standards, and to identify any improvements to these standards.

5 Support and Developing Others

- 5.1 Assist the Specialist Team Leader in the learning and development/CPD of the Healthcare Inspecting Officers as required.
- 5.2 Deliver a local induction to new team members on joining the Healthcare Team.
- 5.3 Attend appropriate internal/external national seminars and training courses as directed by the Specialist Team Leader.

6 General

- 6.1 With regard to the duties set out in sections 3 and 4 above, prepare concise and accurate reports as instructed by a supervising officer. Maintain confidentiality associated with the duties of the post and in accordance with the Brigade's statutory obligations.
- 6.2 Successful candidates will be required to have an awareness and complete additional learning and development in the subjects of Fire Safety Heritage and Automatic Fire Suppression Systems.
- 6.3 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations, DPA and Security standards.

NOTES:

- (a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.
- (b) Candidates should be aware that this role involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any medical conditions, e.g. vertigo, back problems etc, which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above
- (c) In order to undertake the duties of this post, the postholder will be required to use their own vehicle to undertake inspections or public transport. This will primarily be within the Greater London area and occasionally outside of London. The postholder will have the option to join the Brigade's car user's scheme and will be reimbursed for official mileage and expenses in accordance with the Brigade's current provisions and policies.
- (d) It is desirable for the successful candidate to have a full UK car driving license.

DATE: 22 March 2022

Selection Criteria For: **Healthcare Co-Ordinator/Central Teams Inspecting Officer**

Grade: FRS D

1. Qualifications and Experience

- 1.1 A recognised qualification in Fire Safety – Minimum of level 4 certificate, working towards a diploma. Other relevant qualifications will be considered.
- 1.2 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;
- 1.3 Experience of working with minimal supervision and on own initiative.
- 1.4 Practical experience of report writing and presenting in written or verbal form.

2. Skills

- 2.1 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.
- 2.2 Excellent interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations including professional officers involved in building developments and construction, ensuring that a high standard of customer care is maintained at all times.
- 2.3 Proven organisational skills in order to determine work priorities and to ensure deadlines are met.
- 2.4 Proven analytical skills in order to provide and maintain own work returns and to carry out other calculations on safety issues such as travel distances, evacuation strategy and design factors which would have implications on a healthcare and transport premises.

3. Knowledge

- 3.1 Knowledge of, or the ability to quickly acquire, legislation as relating to fire safety.
- 3.2 Knowledge of fire safety within healthcare, relevant guidance and codes of practice.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibilities with regard to the policy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the General Data Protection Regulations and the Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

DATE: 14 August 2019

LFB BEHAVIOURS

FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (**Tier one**)

Compassion

B1 Self-aware

Can honestly self-assess, manage their emotions, and understand their impact on others.

Summary:

- Is self-reflective and accepts constructive feedback.
- Aware of own emotions and seeks to manage these.
- Will ask for support or advice if they need it.

B2 Selfless

Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.

Summary:

- Is aware and accepting of the diverse beliefs, culture and traditions of others.
- Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.
- Gives others the opportunity to express themselves without interrupting/judging.

B3 Empathy

Recognises the emotions of others and shows understanding for these.

Summary:

- Consistent and reliable, prioritising building trust with others.
- Open-minded, unbiased and honest in their approach.
- Is willing to discuss their own and other's emotions.

B4 Inclusive

Includes others and welcomes everyone.

Summary:

- Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.
- Recognises and respects other people's skills, strengths, views, ideas and suggestions.

- Is approachable and communicates in a clear, sensitive and concise manner.

B5 Teamwork

Works with others to achieve results.

Summary:

- Works collaboratively with people by co-operating and consulting to achieve joint outcomes.
- Actively listens and promotes respectful two-way dialogue.
- Is interested in other people's motivations and perspectives.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Prioritises a learning culture through empowerment, encouragement, praise and recognition.
- Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.
- Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives.
- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver.

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Research and Inspecting Officer Specialist Teams
Employer:	London Fire Commissioner
Post Number:	430309
Grade:	FRS D
Directorate:	Directorate of Operations
Department:	Fire Safety
Location:	Based at Union Street, London, SE1 0LL with remote working facility
Reports to:	Specialist Team Leader (Grade: FRS E)
Responsible for:	No line management responsibilities

How this role contributes to our vision:

The postholder provides professional and technical expertise to ensure that the London Fire Commissioner's responsibilities under the Fire Safety Order (2005), the Petroleum (Consolidation) Regulations 2014, the Dangerous Substance and Explosive Atmospheres Regulations 2002 and other legislation are discharged effectively. This Postholder will predominantly specialise in providing professional expertise in the subject of Heritage, Healthcare and Suppression. This combined role contributes to improving the Brigade's inspection regime and achieving LSP objectives.

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the General Data Protection Regulations.

2 Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care.

3 Service Delivery

- 3.1 Carry out research to support the Specialist Teams: Heritage, Healthcare, Suppression and the Petroleum Group.
- 3.2 Deal with external and internal enquiries and offer advice relating to Heritage.
- 3.3 Support the Specialist Team Leader in the role as the Heritage Coordinator for the Brigade.
- 3.4 Have an awareness and support the other Specialist Coordinators: Healthcare and Suppression.
- 3.5 Support the Specialist Team Leader by providing information on Heritage for external committees. This will include external committee groups and present any relevant information to other team members.
- 3.6 Identify and keep up to date on new technical or legal advancements which will impact the inspection regime and statutory duty of the specialist teams. Report this information to the Petroleum Manager/Specialist Team Leader and other relevant Commissioner departments.
- 3.7 Attend meetings in the office and on site, to discuss proposals for premises subject to the Fire Safety Order 2005 and the Petroleum (Consolidation) Regulations 2014.
- 3.8 As required, on a risk assessment basis inspect premises which fall under the Fire Safety Order 2005 and certificated premises to ensure compliance under the Dangerous Substances and Explosive Atmospheres Regulations 2002.
- 3.9 Prepare reports and instigate appropriate subsequent action and complete accurate statements where contraventions of Fire Safety/Petroleum legislation have occurred.
- 3.10 As Required, serve notices under the Fire Safety Order 2005 and Health and Safety at Work Act 1974 detailing necessary action to be taken and to testify in court as necessary.
- 3.11 As Required, attend petroleum related incidents during normal office hours as directed by Senior Officers and to liaise with the Senior Officer present as appropriate.

- 3.12 Support the Research and Inspecting Officer (Petroleum), in identifying and keeping up to date with alternative fuels which will be expected to be included on a petrol filling station and for which the Commissioner will be the enforcing body for.

4 Service Management

- 4.1 Liaise with the Specialist Team Leader on a regular basis to agree work schedules and performance targets.
- 4.2 Accurately maintain records in respect of all duties undertaken.
- 4.3 Maintain proper administrative procedures and records in accordance with Brigade policy.
- 4.4 Carry out work in accordance with agreed procedures and Brigade policy with due recognition to the Brigade's customer care and quality assurance standards, and to identify any improvements to these standards.

5 Training

- 5.1 Assist the Specialist Team Leader in the training/CPD of the Heritage Officers.
- 5.2 Assist the Petroleum Manager in the training of newly appointed Inspecting Officers (Petroleum).
- 5.3 Provide guidance and familiarisation training for operational personnel in those aspects of the specialist teams that they will be involved in.
- 5.4 Attend appropriate internal and external seminars and training courses as directed by the Specialist Team Leader.
- 5.5 As required, become a member of the Association for Petroleum and Explosives Administration (APEA) to access continued personal development benefits.
- 5.6 Provide training to the specialist team officers and other relevant Commissioner departments on the research conducted and deal with internal queries to improve the inspection regime.

6 General

- 6.1 With regard to the duties set out in sections 3 and 4 above, prepare concise and accurate reports as instructed by a supervising officer. Maintain confidentiality associated with the duties of the post and in accordance with the Brigade's statutory obligations, standing orders etc.
- 6.2 Successful candidates will be required to undertake and complete additional study in Heritage and petroleum enforcement.
- 6.3 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 6.4 Carry out organisational security measures and report any security risk or breaches.

NOTES:

- (a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.
- (b) Candidates should be aware that the post of inspecting officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any medical conditions, e.g. vertigo, back problems etc, which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above
- (c) In order to undertake the duties of this post, the jobholder will be required to use their own vehicle to undertake inspections. This will primarily be within the Greater London area. The jobholder will join the Brigade's car user's scheme and will be reimbursed for official mileage and expenses in accordance with the Brigade's current provisions and policies.

DATE: 12 December 2018

Selection Criteria For: Research Inspecting Officer (Petroleum) Specialist Teams

Grade: FRS D

1. Qualifications and Experience

- 1.1 A recognised qualification in Fire Safety/Petroleum enforcement or currently undertaking study or a commitment to undertaking study, or a working knowledge of the area.
- 1.2 Possession of a current UK Driving licence.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;
- 1.4 Experience of working with minimal supervision and on own initiative.
- 1.5 Practical experience of reading and interpreting drawings of a technical nature.
- 1.6 Practical experience of carrying out research and presenting in written or verbal form.

2. Skills

- 2.1 An analytical approach to the work including the ability to quickly assimilate new trends and developments in the petroleum industry and their application in the field.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations including professional officers involved in building developments and construction, ensuring that a high standard of customer care is maintained at all times.
- 2.3 Proven organisational skills in order to determine work priorities and to ensure deadlines are met.
- 2.4 Proven numerical skills in order to provide and maintain own work returns and to carry out other calculations on petroleum safety issues such as safety distances, hazardous zones and design factors which would have implications on a petrol installation.

3. Knowledge

- 3.1 Knowledge of, or the ability to quickly acquire, legislation as relating to petrol service stations.
- 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibilities with regard to the policy.
- 3.3 Knowledge of one's responsibility with regard to health and safety in workplace.
- 3.4 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the General Data Protection Regulations and the Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the

relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

DATE: 12 December 2018



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Automatic Fire Suppression System (AFSS) Coordinator/ Central Teams Inspecting Officer
Employer:	London Fire Commissioner
Post No:	430358
Rank:	FRS D
Directorate:	Operational Delivery
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street, London, SE1 0LL, with remote working within local area teams
Reports to:	Fire Safety Team Leader (Grade: FRS E)
Responsible for:	No line management responsibilities

How this role contributes to our vision:

The postholder will play a vital role in providing professional and technical expertise to both internal and external stakeholders in the subject area of AFSS, to ensure that the London Fire Commissioner's responsibilities under the Regulatory Reform (Fire Safety) Order (2005), and other legislation, are discharged effectively. This combined role contributes to improving the Brigade's inspection regime and achieving organisational commitments within both the London Safety Plan and the Transformation Delivery Plan.

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies in relation to the role and the level of responsibility. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development requirements in accordance with current policies, seeking opportunities and discussing them with the Fire Safety Team Leader. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.6 Use all information systems in accordance with the General Data Protection Regulations and relevant legislation.
- 1.7 Keep fully apprised of AFSS developments and be committed to continuous learning and improvement. Provide evidence of development, when required, focusing on achieving outputs, defined through professional or other competence standards. Record CPD activities in line with IFE recommendations.
- 1.8 Maintain memberships of professional bodies and associations relevant to the role of the AFSS Coordinator/Central Teams Inspecting Officer.

2 Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations/professional bodies. Ensure that the principles and practice of the Brigade's Equalities Policy and Togetherness Strategy are followed in all dealings with colleagues and others.
- 2.2 Manage contacts from external organisations/professional bodies and members of the public competently, professionally, politely and in a timely fashion, according to the principles of customer care.

3 Service Delivery

- 3.1 Support the Fire Safety Team Leader in the role as the AFSS Coordinator/Central Teams Inspecting Officer for the Brigade. On occasions, it may also be necessary for the postholder to assist in other fields of work under the remit of the Fire Safety Team Leader.
- 3.2 Pro-actively seek to develop new and improved systems of work, with the aim of increasing the effectiveness and efficiency of the Brigade.
- 3.3 Provide support when required to a virtual team of AFSS Advocates on the subject of AFSS.
- 3.4 Respond to external and internal enquiries, offering guidance/advice relating to AFSS, acting as the Subject Matter Expert for the Brigade.
- 3.5 Pro-actively engage with key stakeholders on the subject of AFSS and pro-actively promote the Brigades AFSS Position Statement, in line with the objectives of the London Safety Plan and Transformation Delivery Plan.
- 3.6 Collaborate with and represent the Brigade at a national level to influence key decision makers, this includes attending stakeholder engagement committee groups such as; British Standards Institution, the British Automatic Fire Sprinkler Association, National Fire Sprinkler Network, Residential Sprinkler Alliance and Business Sprinkler Alliance.

- 3.7 Attend meetings at Brigade premises or at external locations in and outside of London, to discuss topics relating to AFSS, as directed by the Fire Safety Team Leader.
- 3.8 Design and deliver presentations to internal and external stakeholders at all levels in relation to subjects which fall under the remit of the Fire Safety Team Leader.
- 3.9 Complete and undertake inspections of premises relating to both AFSS and potentially other work streams, providing support and guidance which fall under the Regulatory Reform (Fire Safety) Order 2005.
- 3.10 Serve notices under the Regulatory Reform (Fire Safety) Order 2005 detailing necessary action to be taken and to provide evidence in court, as required.
- 3.11 Where contraventions of Fire Safety have occurred, prepare reports, instigate appropriate subsequent action and complete accurate statements where contraventions of Fire Safety have occurred, for the purposes of a prosecution/Senior Management and/or external use, as required.

4 Service Management

- 4.1 Coordinate with the Fire Safety Team Leader, work schedules and performance targets. Ensure effective measurement of work/performance in line with departmental objectives.
- 4.2 In accordance with Brigade policy and procedures, maintain administrative records in respect of all duties undertaken where applicable. Including prioritising tasks, activities and resources.
- 4.3 Complete duties in accordance with Brigade policy and procedures, with due recognition to the Brigade's customer care and quality assurance standards, and to identify any improvements to these standards.

5 Support and Developing Others

- 5.1 Deliver induction training to new AFSS Advocates, providing support and guidance where necessary.
- 5.2 Support the Fire Safety Team Leader in the development/CPD of the AFSS Advocate's where necessary.
- 5.3 Attend appropriate internal/external national seminars and training courses relevant to the role of the AFSS Coordinator/Central Teams Inspecting Officer, where necessary.

6 General

- 6.1 With regard to the duties set out above, prepare concise and accurate reports as instructed by the Fire Safety Team Leader. Maintain confidentiality associated with the duties of the post and in accordance with the Brigade's statutory obligations.
- 6.2 Successful candidates will be required to have an awareness and may be required to complete additional learning and development in the subjects of Heritage and Healthcare Fire Safety.
- 6.3 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment

Regulations. Report accidents and emergencies in accordance with established procedures.

NOTES:

- (a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.
- (b) Candidates should be aware that this role involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any medical conditions, e.g. vertigo, back problems etc, which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above
- (c) It is desirable for the successful candidate to have a full UK car driving license.
- (d) Where an individual's circumstances necessitate car use, they can join the Brigade's casual car user's scheme and will need to meet the scheme's emission criteria and the requirements of the London Ultra Low Emission Zone (ULEZ). Official mileage and expenses (excluding ULEZ fees) will be reimbursed in accordance with the Brigade's current provisions and policies. This will primarily be within the Greater London area and occasionally outside of London.

DATE: 10 June 2021

Selection Criteria For: AFSS Co-ordinator/Central Teams Inspecting Officer

Rank: FRS D

1. Qualifications and Experience

- 1.1 A recognised qualification in Fire Safety – Minimum of level 3 certificate, and willing to work towards the level 4 diploma. Other relevant qualifications will be considered.
- 1.2 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;
- 1.3 Experience of working with minimal supervision and on own initiative.
- 1.4 Experience of compiling and authoring reports to professional bodies and senior managers. Experience of presenting data and details in written or verbal format.

2. Skills

- 2.1 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.
- 2.2 Excellent interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations. This will include professional staff involved in building developments and construction, to ensure that a high standard of customer care is maintained at all times.
- 2.3 Proven organisational skills in order to determine work priorities and to ensure deadlines are met.
- 2.4 Proven analytical skills in order to provide and maintain own work returns and to carry out other calculations on safety issues such as travel distances, evacuation strategy and design factors.

3. Knowledge

- 3.1 Knowledge of, or the ability to quickly acquire, legislation and guidance as relating to fire safety.
- 3.2 Knowledge of applying fire safety principles within a premises. This will include a focus on, the installation and maintenance of Automatic Fire Suppression Systems (AFSS), including the relevant guidance and codes of practice.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibilities with regard to the policy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the General Data Protection Regulations and the Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge must show

clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

DATE: 10 June 2021



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our purpose – Trusted to serve and protect London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	Disused Tank Inspector (Petroleum)
Employer:	London Fire Commissioner
Post no:	430363 [to confirm the post number you can access organisation charts here]
Grade:	FRS C
Directorate:	Prevention Protection and Ops Policy
Department:	Prevention and Protection
Section:	Petroleum & Alternative Fuels Group
Location:	Based at Union Street, London, SE1 0LL, covering pan London with remote working facility.
Reports to:	Team Leader (Grade FRS E)
Staff directly responsible for:	No line management responsibilities.

How this job contributes to Our Vision:

The postholder provides professional and technical expertise to ensure that the London Fire Commissioner's responsibilities under the Petroleum (Consolidation) Regulations 2014, the Dangerous Substances and Explosive Atmospheres Regulations 2002, Public Health Act 1961 Section 73, and other legislation are discharged effectively.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.3 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.4 Keep fully appraised of disused tank and decommissioning developments and be committed to continuous learning and improvement. Provide evidence of development, when required, focusing on achieving outputs, defined through professional or other competence standards. Record CPD activities in line with Brigade recommendations.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the General Data Protection Regulations.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practices of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations/professional officers involved in building developments/construction and members of the public competently, professionally, politely and in a timely fashion, according to the principles of customer care.

3. Service Delivery

- 3.1 Interrogate the historical records held by the Brigade, both electronic and paper based, to ascertain the locations of disused or decommissioned petrol tanks.
- 3.2 Visit the identified premises (or locations), to ascertain the current condition of the tank(s) and take the appropriate enforcement action under the Public Health Act 1961 Section 73. This includes monitoring any subsequent works carried out to make the tank(s) 'permanently safe'.
- 3.3 Identify and support the responsible persons in relation to disused petrol tank sites, including educating them on how to carry out their responsibilities.
- 3.4 Identify and keep up to date on new technical or legal advancements, which will impact the inspection regime and statutory duty. Report this information to the Petroleum Manager and other relevant Commissioner departments.
- 3.5 Support the Petroleum Manager by providing information relevant for reports on topics which impact the Commissioner, inspections and decommission of petrol tanks.
- 3.6 Attend petroleum related incidents during normal office hours as directed by senior officers and to liaise with the senior officer present as appropriate.

- 3.7 Complete accurate statements where contraventions of the Public Health Act 1961 have occurred.
- 3.8 Serve notices under the Health and Safety at Work Act 1974 and the Public Health Act 1961, detailing necessary action to be taken and testify in court as necessary.
- 3.9 Assist the Petroleum Inspecting Officers in carrying out their duties where required, including petroleum filling station inspections.

4. Service Management

- 4.1 Liaise with the Team Leader on a regular basis to agree work schedules and performance targets.
- 4.2 Accurately maintain records in respect of all duties undertaken.
- 4.3 Assist with research/special project work as directed. Preparing reports and briefing papers and carrying out research in liaison with other departments and outside agencies.
- 4.4 Accurately record and maintain records in respect of all duties undertaken.
- 4.5 Maintain proper administrative procedures and records in accordance with Brigade policy.
- 4.6 Carry out work in accordance with agreed procedures and Brigade policy with due recognition to the Brigade's customer care and quality assurance standards, and to identify any improvements to these standards.

5. Training

- 5.1 Provide guidance and familiarisation training for uniformed personnel in those aspects of petroleum work that they will be involved in.
- 5.2 Attend appropriate internal and external seminars and training courses as directed by the Team Leader.
- 5.3 Become a member of the Association for Petroleum and Explosives Administration (APEA) to access continued personal development benefits.
- 5.4 Provide training to the petroleum officers and other relevant Commissioner departments on the research conducted, and deal with internal queries to improve the inspection regime.

6. General

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations, DPA and Security standards.
- 6.2 Carry out the duties of the post with regards to the Authority's Equalities Policy.
- 6.3 Carry out organisational security measures and report security risks and/or breaches.
- 6.4 Successful candidates will be required to undertake and complete a course of study in petroleum enforcement.

NOTES:

- a) In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.
- b) In order to undertake the duties of this post, the jobholder will be required to use their own vehicle to undertake inspections. This will primarily be within the Greater London area. The jobholder will join the Brigade's car user's scheme and will be reimbursed for official mileage and expenses in accordance with the Brigade's current provisions and policies.

DATE: 2 December 2022

1. EXPERIENCE

- 1.1 Experience of using a range of software applications and packages together with good keyboard skills and an awareness of the ways in which IT applications can be utilised in relation to the duties of the post.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Practical experience of reading and interpreting drawings of a technical nature.
- 1.4 Experience of dealing with internal and external stakeholders at a variety of levels in a diplomatic and professional manner.

2. SKILLS

- 2.1 An analytical approach to the work including the ability to quickly assimilate new trends and developments in the petroleum industry and their application in the field.
- 2.2 Effective interpersonal and oral communication skills in order to communicate effectively and develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations, ensuring that a high standard of customer care is maintained at all times.
- 2.3 Effective written communication skills in order to prepare written statements/ letters.
- 2.4 Proven numerical skills in order to provide and maintain own work returns and to carry out other calculations on petroleum safety issues such as hazardous zones radius, technical calculations, and safety distances etc.

3. KNOWLEDGE

- 3.1 Knowledge of, or the ability to acquire and interpret, legislation relevant to petroleum.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibilities with regard to the policy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

NOTE 1: Must hold a clean, current driving licence.

NOTE 2: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 2 December 2022

LFB BEHAVIOURS

FRS C

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes• constructive action in response to inappropriate behaviour.

<ul style="list-style-type: none"> • Recognises and respects other people’s skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people’s motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job description

Job Title:	Principal Fire Engineer
Employer:	London Fire Commissioner
Post number:	430187
Grade:	FRS G
Directorate:	Operations
Department:	Fire Safety Regulation
Location:	Brigade Headquarters, Union Street, London SE1
Reports to:	Deputy Assistant Commissioner (Fire Safety Regulation)
Responsible for:	2 x Fire Engineers (Role: Station Manager) 1 x Fire Engineer (Role: WMB) 6 x Fire Engineer (Grade: FRS E)

How this role contributes to our vision:

As joint leader of a team of uniformed & non-uniformed officers, the post holder will play an active role in the review and formulation of fire engineering solutions and liaison with outside bodies and internal departments. The Group deals with a large caseload of major building projects in London and takes the lead in developing technical standards and policy guidance in this important area of the Brigade's safety regulation activities with a focus on the protection of the public and firefighters.

Main Duties & Responsibilities

1. Performance and self-development

- 1.1 To lead and manage the performance and development of staff within their line management responsibility with the aim of providing a flexible and efficient team that delivers against agreed objectives. Allocate and delegate work to teams/individuals and agree timescales to ensure that both routine and unexpected tasks are completed promptly.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies and decisions in relation to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary
- 1.4 Identify the development needs of teams/individuals and plan to improve performance, providing training and support where necessary. Evaluate performance continually against identified needs using the Brigade's internal systems such as the Performance Review & Development System. Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing and agreeing these. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information technology and communication systems of the Brigade in accordance with the IT Acceptable Use Policy.
- 1.6 Use all information systems in accordance with the GDPR, Data Protection Act and with regard to the Freedom of Information Act

2. Management and Administration

- 2.1 Produce regular performance reports for Senior management and agree both individual and team performance plans.
- 2.2 Establish, maintain and where necessary improve quality assurance systems. This includes systems for the vetting, monitoring and approval of fire engineering work activities within the team.
- 2.3 Create the team plan and ensures that this contributes to development of the departmental plan. Coordinate the activities of the team to support agreed objectives and ensure that these are regularly monitored and reported on.
- 2.4 Be proactive in ensuring specific corporate targets are achieved e.g. sickness absence, budgetary compliance etc. Negotiate, agree and manage as appropriate contracts for income generation within the current scope of activities approved by AC Fire Safety Regulation. Regularly monitor and report on team budget and any identified variations.
- 2.5 Support Fire Safety Regulation Department continuity plan with whatever duties are deemed necessary and appropriate to role.

3. Fire Engineering

- 3.1 Take the lead on major engineering projects and ensure that they are completed efficiently and effectively in order to meet timescales/targets
- 3.2 Provide technical support to the team in all work activities, and where necessary, lead in the formulation of responses to fire strategies to ensure consistency and quality.
- 3.3 Lead in the preparation and amendment of fire safety engineering technical documents in the light of new and revised British Standards, Approved Documents, Codes of Practice etc. Be aware of, and advise others on, the content and interpretation of current policies, standards and procedures relating to fire engineering matters

- 3.4 Keep fully apprised of technical fire engineering developments and be committed to continuous learning and improvement. Provide evidence of development, when required, focusing on achieving outputs, defined through professional or other competence standards
- 3.5 Influence the development of fire engineering and the built environment working with external technical committees, research institutions and fire engineering consultancies, whilst promoting the authorities objectives
- 3.6 Prepare and deliver technical presentations at a level appropriate to a Chartered Fire Engineer to a wide audience, both internally and externally, on a range of fire engineering issues at meetings, conferences, workshops and research events
- 3.7 Prepare and deliver briefs and reports to answer technical fire safety queries in response to queries from numerous sources including Senior management, elected members and others as required.
- 3.8 Advise and support other members of the Authority on fire engineering and related matters. Lead on the ongoing development of those associated with the Group such as area fire engineers and fire engineering liaison officers.
- 3.9 Excellent knowledge of Regulatory Reform (Fire Safety) Order 2005 to provide internal guidance on technical fire safety matters. Provide expert witness testimony to LFB legal department, including production of expert witness reports in line with industry expected guidelines, meetings with counsel, attendance at court, hearings and inquiries and other activities as necessary.
- 3.10 Carry out own workload within the group's internal quality control framework.
- 3.11 Review specialist engineering submissions including structural fire engineering and CFD modelling using appropriate methods and software such as FDS, Pyrosim and Smartfire.

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 4.2 Have a corporate understanding of LFB equality policies, aims and objectives, and ensure that local objectives are set and that standards of behaviour are upheld to contribute to these. Apply a consistent and appropriate approach to management in line with equalities and personnel policies.
- 4.3 Carry out organisational security measures. Identify and report any security risk or breaches.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 26 August 2018

Selection criteria for: Principal Fire Engineer

Grade: FRS G

1 Qualifications/ experience

- 1.1 BEng (Hons) Degree in Fire Engineering and also registered, or be actively working towards registration, as a Chartered Fire Engineer with the UK Engineering Council.
- 1.2 Practical experience of directing and undertaking projects and research, analysing information and preparing concise summaries of research undertaken.
- 1.3 Experience of applying and evaluating fire engineered solutions to the built environment including assessment of the suitability of such solutions in actual buildings.
- 1.4 Experience of using a range of software applications, such as spreadsheets, zone models, field models and other technical packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.5 Excellent working knowledge of the Regulatory Reform (Fire Safety) Order 2005 along with experience of providing expert witness reports in accordance with industry standards and/or testimony.
- 1.6 Experience of working and contributing within a technical committee environment.

2 Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective relationships internally and externally ensuring high levels of customer care and to undertake presentations to a variety of audiences.
- 2.2 Experience of managing a team including organising, planning and prioritising workloads (including your own). Developing team plans, monitoring performance of both the team and individuals and handling any performance issues.
- 2.3 Highly effective communication skills in order to liaise with and advise staff at all levels, to summarise management and technical information for non-technical recipients and to draft complex reports and deliver complex presentations to aid others in decision making.

3 Knowledge

- 3.1 An in-depth knowledge of both prescriptive and performance-based fire safety techniques and ability to apply them to the built environment together with an understanding of current fire safety legislation and associated guidance and regulations.
- 3.2 A comprehensive knowledge of building construction and emerging themes such as new building technologies, sustainability and the impact of these themes on the application fire engineering.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibility with regard to the policy.

- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the GDPR, Data Protection and Freedom of Information Act.

Note: That these are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you. If called for assessment, all criteria will be tested.

Date: 26 August 2018



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	Senior Fire Engineer
Employer:	London Fire Commissioner
Post no:	430326
Grade:	FRS F
Directorate:	Prevention, Protection & Ops policy
Department:	Prevention & Protection
Section:	Fire Engineering Group
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	FRS G
Staff directly responsible for:	10 x Fire Engineers (Role: Station Manager/WMB/FRS E) 1 x FRS D (430298)

How this job contributes to Our Vision:

As a leader of a team of uniformed & non-uniformed officers, the post holder will play an active role in the review and formulation of fire engineering solutions and liaison with outside bodies and internal departments. The Group deals with a large caseload of major building projects in London and takes the lead in developing technical standards and policy guidance in this important area of the Brigade's safety regulation activities with a focus on the protection of the public and firefighters.

Main duties and responsibilities

1. Performance and self-development

- 1.1 To lead and manage the performance and development of staff within their line management responsibility with the aim of providing a flexible and efficient team that delivers against agreed objectives. Allocate and delegate work to teams/individuals and

agree timescales to ensure that both routine and unexpected tasks are completed promptly.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies and decisions in relation to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary
- 1.4 Identify the development needs of teams/individuals and plan to improve performance, providing training and support where necessary. Evaluate performance continually against identified needs using the Brigade's internal systems such as the Performance review and appraisal system. Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing and agreeing these. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information technology and communication systems of the Brigade in accordance with the IT Acceptable Use Policy.
- 1.6 Use all information systems in accordance with the Data Protection Act and with regard to the Freedom of Information Act.
- 1.7 Undertake duties in a professional and ethical manner in line with both the LFB behavioural framework, IFE professional code of conduct and UK Engineering Council professional ethical behavioural standards.

2. Management and Administration

- 2.1 Produce regular performance reports for Senior management and agree both individual and team performance plans.
- 2.2 Establish, maintain and where necessary improve quality assurance systems. This includes systems for the vetting, monitoring and approval of fire engineering work activities within the team.
- 2.3 Support the development and management of the team plan, ensuring that this contributes to development of the departmental plan. Coordinate the activities of the team to support agreed objectives and ensure that these are regularly monitored and reported on.
- 2.4 Be proactive in ensuring specific corporate targets are achieved e.g. sickness absence, budgetary compliance etc. Negotiate, agree and manage as appropriate contracts for income generation within the current scope of activities approved by AC Fire Safety Regulation. Regularly monitor and report on team budget and any identified variations.
- 2.5 Support Fire Safety Regulation Department continuity plan with whatever duties are deemed necessary and appropriate to role.

3. Fire Engineering

- 3.1 Take the lead on major engineering projects and ensure that they are completed efficiently and effectively in order to meet timescales/targets
- 3.2 Provide technical support to the team in all work activities, and where necessary, lead in the formulation of responses to fire strategies to ensure consistency and quality.
- 3.3 Support in the preparation and amendment of fire safety engineering technical documents in the light of new and revised British Standards, Approved Documents, Codes of Practice etc. Be aware of, and advise others on, the content and interpretation of current policies, standards and procedures relating to fire engineering matters
- 3.4 Keep fully appraised of technical fire engineering developments and be committed to continuous learning and improvement. Provide evidence of development, when required, focusing on achieving outputs, defined through professional or other competence standards
- 3.5 Influence the development of fire engineering and the built environment working with external technical committees, research institutions and fire engineering consultancies, whilst promoting the authorities objectives
- 3.6 Prepare and deliver technical presentations at a level appropriate to a senior Fire Engineer to a wide audience, both internally and externally, on a range of fire engineering issues at meetings, conferences, workshops and research events
- 3.7 Prepare and deliver briefs and reports to answer technical fire safety queries in response to queries from numerous sources including Senior management, others as required.
- 3.8 Advise and support other members of the LFB on fire engineering and related matters. Lead on the ongoing development of those associated with the Group such as area fire engineers and fire engineering liaison officers.
- 3.9 Excellent knowledge of Regulatory Reform (Fire Safety) Order 2005 to provide internal guidance on technical fire safety matters. Provide expert witness testimony to LFB legal department, including production of expert witness reports in line with industry expected guidelines, meetings with counsel, attendance at court, hearings and inquiries and other activities as necessary.
- 3.10 Carry out own workload within the group's internal quality control framework.
- 3.11 Review specialist engineering submissions including structural fire engineering and CFD modelling using appropriate methods and software such as FDS, Pyrosim and Smartfire.
- 3.12 Support in the development of other team members including, where necessary, mentoring and leading in individual development of fire engineers and /or technicians.
- 3.13 Support the Building Safety Regulator work activities as appropriate to role.

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 4.2 Have a corporate understanding of the LFB Togetherness Strategy, equality policies, aims and objectives, and ensure that local objectives are set and that standards of behaviour are upheld to contribute to these. Apply a consistent and appropriate approach to management in line with equalities and personnel policies.
- 4.3 Carry out organisational security measures. Identify and report any security risk or breaches.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 26th January 2023

1 Qualifications/ experience

- 1.1 BEng (Hons) Degree in Fire Engineering, or a combination of an accredited Degree with the UK Engineering Council (for partial fulfilment of CEng) plus a MSC in Fire Engineering. Should also be registered, or be actively working towards registration, as either an Incorporated or Chartered Fire Engineer with the UK Engineering Council.
- 1.2 Practical experience of directing and undertaking projects and research, analysing information and preparing concise summaries of research undertaken.
- 1.3 Experience of applying and evaluating fire engineered solutions to the built environment including assessment of the suitability of such solutions in actual buildings.
- 1.4 Experience of using a range of software applications, such as spreadsheets, zone models, field models and other technical packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.5 Excellent working knowledge of the Regulatory Reform (Fire Safety) Order 2005 along with experience of providing expert witness reports in accordance with industry standards and/or testimony.
- 1.6 Experience of working and contributing within a technical committee environment.
- 1.7 Demonstrate commitment to behaving in both a professional and ethical manner in line with behavioural expectations as detailed by the UK Engineering Council.

2 Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective relationships internally and externally ensuring high levels of customer care and to undertake presentations to a variety of audiences.
- 2.2 Experience of managing a team including organising, planning and prioritising workloads (including your own). Developing team plans, monitoring performance of both the team and individuals and handling any performance issues.
- 2.3 Highly effective communication skills in order to liaise with and advise staff at all levels, to summarise management and technical information for non-technical recipients and to draft complex reports and deliver complex presentations to aid others in decision making.

3 Knowledge

- 3.1 An in-depth knowledge of both prescriptive and performance-based fire safety techniques and ability to apply them to the built environment together with an understanding of current fire safety legislation and associated guidance and regulations.

- 3.2 A comprehensive knowledge of building construction and emerging themes such as new building technologies, sustainability and the impact of these themes on the application fire engineering.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibility with regard to the policy aligned with the Brigade's Togetherness Strategy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: That these are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you. If called for assessment, all criteria will be tested.

Date: 26th January 2023

LFB BEHAVIOURS

FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Prioritises being trustworthy, leading with consistency, patience and reliability.• Demonstrates and promotes an honest and unbiased approach.• Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.• Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.• Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.

B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes. • Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement. • Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job description

Job Title:	Building Design Consultation Hub Group lead
Employer:	London Fire Commissioner
Post number:	430373
Rank:	FRS F
Directorate:	Operations
Department:	Fire Safety Regulation
Location:	Brigade Headquarters, Union Street, London SE1
Reports to:	Principal Fire Engineer (FRS G)
Responsible for:	BDCH Team

How this role contributes to our vision:

The post-holder will provide effective day-to-day management and co-ordination of human and physical resources in the Building Design Consultation Hub, support Fire Safety personnel to provide effective service delivery. As part of a multi-disciplined team, the post holder assists the Brigade in the discharge of its statutory fire safety functions. The purpose of this legislation is to make London a safer city.

Main Duties & Responsibilities

1. Performance and self-development

- 1.1 To lead and manage the performance and development of staff within their line management responsibility with the aim of providing a flexible and efficient team that delivers against agreed objectives. Allocate and delegate work to teams/individuals and agree timescales to ensure that both routine and unexpected tasks are completed promptly.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies and decisions in relation to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary
- 1.4 Identify the development needs of teams/individuals and plan to improve performance, providing training and support where necessary. Evaluate performance continually against identified needs using the Brigade's internal systems such as the Performance Review & Development System. Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing and agreeing these. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information technology and communication systems of the Brigade in accordance with the IT Acceptable Use Policy.
- 1.6 Use all information systems in accordance with the Data Protection Act and with regard to the Freedom of Information Act.
- 1.7 Undertake duties in a professional and ethical manner in line with IFE professional code of conduct and UK Engineering Council professional and ethical behavioural standards.

2. Management and Administration

- 2.1 Produce regular performance reports for Senior management and agree both individual and team performance plans.
- 2.2 Establish, maintain and where necessary improve quality assurance systems. This includes systems for the vetting, monitoring and approval of fire engineering work activities within the team.
- 2.3 Support the development and management of the team plan, ensuring that this contributes to development of the departmental plan. Coordinate the activities of the team to support agreed objectives and ensure that these are regularly monitored and reported on.
- 2.4 Be proactive in ensuring specific corporate targets are achieved e.g. sickness absence, budgetary compliance etc. Negotiate, agree and manage as appropriate contracts for income generation within the current scope of activities approved by AC Fire Safety Regulation. Regularly monitor and report on team budget and any identified variations.
- 2.5 Support Fire Safety Regulation Department continuity plan with whatever duties are deemed necessary and appropriate to role.

3. Building Design Consultation Hub

- 3.1 Take the lead on ensuring that the workload of the BDCH is completed efficiently and effectively in order to meet timescales/targets
- 3.2 Provide technical support to the team in all work activities, and where necessary, lead in the formulation of responses to consultations to ensure consistency and quality.

- 3.3 Support in the preparation and amendment of fire safety technical design documents in the light of new and revised British Standards, Approved Documents, Codes of Practice etc. Be aware of, and advise others on, the content and interpretation of current policies, standards and procedures relating to building design matters
- 3.4 Keep fully appraised of technical fire safety design developments and be committed to continuous learning and improvement. Provide evidence of development, when required, focusing on achieving outputs, defined through professional or other competence standards
- 3.5 Influence the development of fire safety design and the built environment working with external technical committees, research institutions and building control bodies, and planning authorities whilst promoting the authorities objectives
- 3.6 Prepare and deliver technical presentations at a level appropriate to a senior fire lead to a wide audience, both internally and externally, on a range of fire engineering issues at meetings, conferences, workshops and research events
- 3.7 Prepare and deliver briefs and reports to answer technical fire safety queries in response to queries from numerous sources including senior management, others as required.
- 3.8 Advise and support wider department development needs in regards to matters relating to building safety design.
- 3.9 Good working knowledge of Regulatory Reform (Fire Safety) Order 2005 to support the work of the Building Design Consultation Hub as it relates to the built environment within London
- 3.10 Carry out own workload within the group's internal quality control framework.
- 3.11 Liaise with other fire safety teams such as fire engineering group, Transport Group and Hospitals/heritage leads on consultations relating to these areas.
- 3.12 Lead on the external liaison with building control bodies, planning authorities and their membership bodies, as well as NFCC and the Building Safety Regulator on matters relating to consultations with a review to seek consistency, improved quality and an overall better level of fire safety design provision within London.

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 4.2 Have a corporate understanding of LFB equality policies, aims and objectives, and ensure that local objectives are set and that standards of behaviour are upheld to contribute to these. Apply a consistent and appropriate approach to management in line with equalities and personnel policies.

4.3 Carry out organisational security measures. Identify and report any security risk or breaches.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 21st March 2022

Selection criteria for: BDCH Group Head

Grade: FRS F

1 Qualifications/ experience

- 1.1 Ideally the post holder will have a BEng (Hons) Degree in Fire Engineering and also registered, or be actively working towards registration, as a Chartered Fire Engineer with the UK Engineering Council. Minimum qualifications for this role are Level 4 diploma in fire safety but other relevant qualifications may be considered as part of the initial application process.
- 1.2 Practical experience of directing and undertaking projects and research, analysing information and preparing concise summaries of research undertaken.
- 1.3 Experience of applying and evaluating fire safety design solutions in the built environment including assessment of the suitability of such solutions in actual buildings.
- 1.4 Experience of using a range of software applications, such as spreadsheets and other technical packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.5 Excellent working knowledge of the Regulatory Reform (Fire Safety) Order 2005 along with experience of providing expert witness reports in accordance with industry standards and/or testimony.
- 1.6 Experience of working and contributing within a technical committee environment.
- 1.7 Demonstrate commitment to behaving in both a professional and ethical manner in line with behavioural expectations as detailed by the UK Engineering Council.

2 Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective relationships internally and externally ensuring high levels of customer care and to undertake presentations to a variety of audiences.
- 2.2 Experience of managing a team including organising, planning and prioritising workloads (including your own). Developing team plans, monitoring performance of both the team and individuals and handling any performance issues.
- 2.3 Highly effective communication skills in order to liaise with and advise staff at all levels, to summarise management and technical information for non-technical recipients and to draft complex reports and deliver complex presentations to aid others in decision making.

3 Knowledge

- 3.1 An in-depth knowledge of both prescriptive and performance-based fire safety techniques and ability to apply them to the built environment together with an understanding of current fire safety legislation and associated guidance and regulations.

- 3.2 A comprehensive knowledge of building construction and emerging themes such as new building technologies, sustainability and the impact of these themes on the application fire engineering.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibility with regard to the policy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: That these are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you. If called for assessment, all criteria will be tested.

Date: 21st March 2022

FRS E/FRS F

LFB BEHAVIOURS

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:	
B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary:	
<ul style="list-style-type: none"> • Promotes self-reflection and acceptance of constructive feedback in order to improve. • Aware of own emotions and how to manage these. • Asks for support or advice when needed and promotes the value of this to others. 	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary:	
<ul style="list-style-type: none"> • Understands the importance of working with others with diverse beliefs, cultures and traditions. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Promotes the importance of giving others the opportunity to express themselves without interruption/judgement. 	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary:	
<ul style="list-style-type: none"> • Prioritises being trustworthy, leading with consistency, patience and reliability. • Demonstrates and promotes an honest and unbiased approach. • Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives. 	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	
Summary:	
<ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams. • Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions. • Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise. 	
B5	Teamwork
<i>Works with others to achieve results.</i>	
Summary:	
<ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes. • Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement. • Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict. 	
B6	Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>	
Summary:	
<ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: 	

<p>regular feedback, one-to-one discussions, training, coaching and mentoring.</p> <ul style="list-style-type: none"> • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



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Job title:	Fire Engineer
Employer:	London Fire Commissioner
Post no:	430002
Grade:	FRS E
Directorate:	Prevention, Protection & Ops Policy
Department:	Prevention & Protection
Section:	Fire Engineering Group
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	Senior Fire Engineer (Grade: FRS F)
Staff directly responsible for:	4 Fire Engineer Technicians

How this job contributes to Our Vision:

As part of a team of uniformed & non-uniformed officers, the post holder will play an active role in the formulation of fire engineering solutions and liaison with outside bodies and internal departments. The Group deals with a large caseload of major building projects in London and takes the lead in developing technical standards and policy guidance in this important area of the Brigade's fire safety regulation activities.

Main duties and responsibilities

1 Performance and Self Development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies in relation to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 As part of the Performance Review and appraisal system, identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Undertake duties in a professional and ethical manner in line with both the LFB behavioural framework and IFE professional code of conduct and UK Engineering Council professional /ethical behavioural standards.

2 Administration

- 2.1 Complete work allocated and agree objectives to ensure that both routine and unexpected tasks are completed promptly.
- 2.2 Complete all work in accordance with the administrative procedures defined within the group and in accordance with brigade policy, completing and updating all necessary records as required.
- 2.3 Work within established quality assurance systems. This includes systems for the vetting, monitoring and approval of fire engineering work activities within the team.
- 2.4 Participate in activities identified as required in order to support the departmental plan.

3 Fire Engineering

- 3.1 Undertake casework on major engineering projects and ensure that they are completed efficiently and effectively in order to meet timescales/targets.
- 3.2 Provide technical support to borough fire safety teams in all matters relating to fire engineering.
- 3.3 Assist in the preparation and amendment of fire safety engineering technical documents in the light of new and revised British Standards, Approved Documents, Codes of Practice etc. Be aware of, and advise others on, the content and interpretation of current policies, standards and procedures relating to fire engineering matters.
- 3.4 Keep fully appraised of technical fire engineering developments and be committed to continuous learning and improvement. Provide evidence of development, when

required, focusing on achieving outputs, defined through professional or other competence standards.

- 3.5 Participate in the development of fire engineering and the built environment working with external technical committees, research institutions and fire engineering consultancies, whilst promoting the authorities objectives.
- 3.6 Prepare and deliver technical presentations at a level appropriate to a Fire Engineer to a wide audience, both internally and externally, on a range of fire engineering issues at meetings, conferences, workshops and research events.
- 3.7 Advise and support other members of the Brigade on fire engineering and related matters. Assist in the provision of expert witness testimony to legal department, and other activities as necessary.
- 3.8 Deal with queries/referrals to fire engineering group from borough teams and other sources, resolving any issues as required.
- 3.9 Support in the development of other team members including, where necessary, mentoring and leading in individual development of fire engineers and /or technicians.
- 3.10 Support the Building Safety Regulator work activities as appropriate to role.

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 4.2 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.
- 4.3 Carry out organisational security measures. Identify and report any security risk or breaches.
- 4.4 Have an understanding of the LFB values and behaviours, equality policies, aims and objectives, and ensure that local objectives are set and that standards of behaviour are upheld to contribute to these. Apply a consistent and appropriate approach to role related work in line with equalities and personnel policies.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 26th January 2023

1. QUALIFICATIONS/EXPERIENCE

- 1.1 BEng (Hons) Degree in Fire Engineering, or an accredited degree with the UK Engineering Council (for partial fulfilment of CEng) and ideally an MSC in Fire Engineering. Be registered, or be actively working towards registration, as an Incorporated or Chartered Fire Engineer with the UK Engineering Council.

Note: <http://www.engc.org.uk/education--skills/accreditation/accredited-course-search> can be used to check your undergraduate course is listed.

- 1.2 Experience of undertaking projects and research, analysing information and preparing concise summaries of research undertaken.
- 1.3 Experience of applying and evaluating fire engineered solutions to the built environment together with experience auditing general fire safety matters in actual buildings.
- 1.4 Experience of organising, planning and prioritising own work, and the ability to work as part of a team to achieve organisational and functional objectives.
- 1.5 Experience of using a range of software applications, and other technical packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.6 Demonstrate commitment to behaving in both a professional and ethical manner in line with behavioural expectations as detailed by the UK Engineering Council

2 Skills

- 2.1 Well-developed interpersonal skills in order to develop and maintain effective relationships internally and externally ensuring high levels of customer care and to undertake presentations to a variety of audiences.
- 2.2 Well developed communication skills in order to liaise with and advise staff at all levels, to summarise management and technical information for non-technical recipients and to contribute to the drafting of reports and deliver technical presentations to aid others in decision making.

3 Knowledge

- 3.1 Knowledge of both prescriptive and performance-based fire safety techniques and ability to apply them to the built environment together with an understanding of current fire safety legislation and associated guidance and regulations.
- 3.2 Knowledge of building construction and its relationship to the application of fire engineering.

- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibility with regard to the policy.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you. If called for assessment, all criteria will be tested.

Date: 26th January 2023

LFB BEHAVIOURS

FRS E/FRS F

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For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Prioritises being trustworthy, leading with consistency, patience and reliability.• Demonstrates and promotes an honest and unbiased approach.• Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.• Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.• Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.

B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes. • Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement. • Promotes the value of understanding other people’s motivations and perspectives to create a strong sense of team spirit and reduce conflict.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



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Job Description

Job Title:	Team Leader (Building Design Consultation Hub)
Employer:	London Fire Commissioner
Post No:	430374
Grade:	FRS E
Directorate:	Deputy Commissioner's
Department:	Fire Safety Regulation (FSR)
Section:	FSR Central Teams
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	Building Design Consultation Hub Group Head
Staff Directly Responsible For:	BDCH team

How this role contributes to our vision:

The post-holder will provide effective day-to-day management and co-ordination of human and physical resources in the Building Design Consultation Hub, support Fire Safety personnel to provide effective service delivery. As part of a multi-disciplined team, the post holder assists the Brigade in the discharge of its statutory fire safety functions. The purpose of this legislation is to make London a safer city.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal and team workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies by undertaking regular 121s with team members, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the Data Protection Act.
- 1.7 Undertake duties in a professional and ethical manner in line with IFE professional code of conduct and UK Engineering Council professional and ethical behavioural standards.
- 1.8 Take responsibility for ensuring own and teams continuing professional development, maintaining the necessary level of health and fitness to carry out your role, in line with Brigade policy. Identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Policies and Procedures

- 3.1 Provide advice and support on Fire Safety regulations and guidance documents to Senior Officers, Borough Teams, FSR Inspecting Officers, external organisations and members of the public.
- 3.2 Be aware of, and advise others on, the content and interpretation of fire safety legislation and associated guides, British Standards, Codes of Practice, etc.
- 3.3 Undertake research into policy matters and provide technical input for reports, briefing documents for Senior Officers and replies to correspondence which will be primarily of a technical or legal nature.
- 3.4 Prepare and deliver to FSR Team members training materials relating to new or revised standards, policies and procedures.
- 3.5 Develop and maintain BDCH working processes and systems including incoming triage, allocation of workload and quality assurance systems i.e. monitoring of completed

work to ensure consistency and quality of standards are maintained. Provide associated reporting in line with the needs of the department.

- 3.6 Provide technical advice and support on fire safety regulations and guidance documents to Fire Safety Advisors, Fire Safety Regulation staff and other internal and external stakeholders as required. This may include supporting development which can take the form, for example, of peer mentoring, undertaking presentations and providing input into training and development packages.

4. General

- 4.1. Represent FSR at internal and external meetings as necessary.
- 4.2 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Maintain confidentiality of information in accordance with agreed procedures and the principles of the Data Protection and Freedom of Information Acts.
- 4.3 Provide technical advice and assistance as necessary to Fire Station personnel and other departments.

5. Health and Safety

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 5.1 Carry out organisational security measures and report any security risk or breaches.

Notes:

(a) In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 21 March 2022

Selection Criteria For:: BDCH Team Leader

Grade: FRS E

1. Experience

- 1.1 Experience of dealing with, and providing advice on technical fire safety issues and audit and enforcement practices under current legislation.
- 1.2 Experience of working within a fire safety function and the practical application of risk based fire safety principles.
- 1.3 Ideally the post holder will hold a minimum Level 4 diploma in fire safety but other relevant qualifications may be considered as part of the initial application process.
- 1.4 Experience of applying the provisions of fire safety technical codes and standards. With good working knowledge of Approved Document B and associated British Standards.
- 1.5 Demonstrable experience of reviewing and/or developing fire safety design proposals such as fire strategies, technical design notes, fire safety plans etc.
- 1.6 Experience in the use of a wide range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in an office environment.
- 1.7 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.8 Demonstrable experience in the development and mentoring of others within a technical role.

2. Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.
- 2.2 Effective oral and written communication skills in order to communicate clearly and effectively with staff at all levels and representatives of external organisations and professions.
- 2.3 Analytical skills in order to undertake research and to provide concise summaries of findings.

3. Knowledge

- 3.1 Detailed knowledge of regulatory fire safety legislation, procedures and policies.
- 3.2 A thorough understanding of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties of the post.
- 3.3 An understanding of health and safety issues within an office environment together with an awareness of the regulations governing the use of display screen equipment.

- 3.4 An understanding of the importance of ensuring confidentiality and security including an awareness of the principles of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 21st March 2022

FRS E/FRS F

LFB BEHAVIOURS

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none"> • Promotes self-reflection and acceptance of constructive feedback in order to improve. • Aware of own emotions and how to manage these. • Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none"> • Understands the importance of working with others with diverse beliefs, cultures and traditions. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none"> • Prioritises being trustworthy, leading with consistency, patience and reliability. • Demonstrates and promotes an honest and unbiased approach. • Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams. • Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions. • Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes. • Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement. • Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
Summary: <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues

<p>constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring.</p> <ul style="list-style-type: none"> • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	Fire Engineer Technician
Employer:	London Fire Commissioner
Post no:	430297
Grade:	FRS D
Directorate:	Prevention, Protection & Ops Policy
Department:	Prevention & Protection
Section:	Fire Engineering Group
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	Fire Engineer (Grade: FRS E)
Staff directly responsible for:	None

How this job contributes to Our Vision:

As part of a team of uniformed & non-uniformed officers, the post holder will play an active role in the consideration of fire engineering solutions and liaison with outside bodies and internal departments. With a focus on the safety of members of the public and firefighters in the built environment the fire engineering group is continually seeking opportunities to recommend improvements through shared knowledge and experience. The Group deals with a large caseload of major building, transport and infrastructure projects in London and takes the lead in developing technical standards and policy guidance in this important area of the Authority's fire safety regulation activities.

Main duties and responsibilities

1 Performance and Self Development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies in relation to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 As part of the Performance review and appraisal system (PRDS), identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Use all information systems in accordance with the GDPR and Data Protection Act and with regard to the Freedom of Information Act.
- 1.8 Undertake duties in a professional and ethical manner in line with both the LFB behavioural framework, IFE professional code of conduct and UK Engineering Council professional ethical behavioural standards.

2 Administration

- 2.1 Complete work allocated and agree objectives to ensure that both routine and unexpected tasks are completed promptly.
- 2.2 Complete all work in accordance with the administrative procedures defined within the group and in accordance with brigade policy, completing and updating all necessary records as required.
- 2.3 Work within established quality assurance systems. This includes systems for the vetting, monitoring and approval of fire engineering work activities within the team.
- 2.4 Participate in activities required to support the departmental and organisational plan.

3 Fire Engineering

- 3.1 Undertake casework on simple and standard engineering projects in accordance with their level of experience. Ensure that they are completed efficiently and effectively in order to meet timescales/targets. Provide support to both the fire engineer and senior fire engineers in the team on more complex case work as part of the internal development program.
- 3.2 Provide technical support to area fire safety teams and Fire Engineering Liaison Officers (FELOs) in all matters relating to fire engineering.
- 3.3 Assist the fire engineers and senior fire engineers in the preparation and amendment of fire safety engineering technical documents in the light of new and revised British Standards, Approved Documents, Codes of Practice etc.
- 3.4 Keep fully apprised of technical fire engineering developments and be committed to continuous learning and improvement. Provide evidence of development, when required, focusing on achieving

outputs, defined through professional or other competence standards. Record CPD activities in line with IFE recommendations.

- 3.5 Represent the fire engineering group on internal working groups within and outside of our department.
- 3.6 Prepare and deliver technical presentations at a level appropriate to a Fire Engineer technician internally to others e.g. at FELO network day or fire safety team meetings.
- 3.7 Advise and support other members of the LFB on fire engineering and related matters. Assist in the provision of expert witness testimony to General Counsel department, and other activities as necessary.
- 3.8 Deal with queries/referrals to fire engineering group from borough teams and other sources, resolving any issues as required referring any queries on more complex matters to more senior team members i.e. fire engineers/senior fire engineers.
- 3.9 Review and amend policies that fire engineering group are responsible for.
- 3.10 Support in the preparation of information for our legal/enforcement team at a level suitable for fire engineer technician.
- 3.11 Support the Building Safety Regulator work activities as appropriate to role.

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 4.2 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the GDPR and Data Protection Act.
- 4.3 Carry out organisational security measures. Identify and report any security risk or breaches. Implement the Brigade equalities policy in relation to the duties of the post.
- 4.4 Have an understanding of the LFB values and behaviours, equality policies, aims and objectives, and ensure that local objectives are set and that standards of behaviour are upheld to contribute to these. Apply a consistent and appropriate approach to role related work in line with equalities and personnel policies.

NOTE: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the London Fire Commissioner; such duties to be commensurate with the responsibilities and grading of the post.

Date: 26th January 2023

1. QUALIFICATIONS/EXPERIENCE

- 1.1 The post holder will be in the process of completing a BEng (Hons) Degree in Fire Engineering or hold an engineering degree that is listed on the UK Engineering Council accredited course database for CEng Registration. Course title, provider and year of entry should be detailed in the application. Post holders should also be working towards registration with the UK Engineering Council.

(Note: <http://www.engc.org.uk/education--skills/accreditation/accredited-course-search> can be used to check your undergraduate course is listed.)

- 1.2 Experience of undertaking projects and research, analysing information and preparing concise summaries of research undertaken.
- 1.3 Experience of evaluating fire engineered solutions to the built environment together with experience auditing general fire safety matters in actual buildings.
- 1.4 Experience of organising, planning and prioritising own work, and the ability to work as part of a team to achieve organisational and functional objectives.
- 1.5 Experience of using a range of software applications, together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post. Knowledge and some experience of relevant technical packages e.g. zone/field modelling would be desirable.
- 1.6 Demonstrate commitment to behaving in both a professional and ethical manner in line with behavioural expectations as detailed by the UK Engineering Council.

2 Skills

- 2.1 Well-developed interpersonal skills in order to develop and maintain effective relationships internally and externally ensuring high levels of customer care and to undertake presentations to a variety of audiences.
- 2.2 Well developed communication skills in order to liaise with and advise staff at all levels, to summarise technical information for non-technical recipients and to contribute to the drafting of reports and deliver technical presentations to aid others in decision making.

3 Knowledge

- 3.1 Knowledge of both prescriptive and performance-based fire safety techniques and ability to apply them to the built environment together with an understanding of current fire safety legislation and associated guidance and regulations
- 3.2 Knowledge of building construction and its relationship to the application fire engineering.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibility with regard to the policy and the Brigade's Togetherness Strategy.

- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the GDPR and Data Protection and Freedom of Information Act.

NOTE: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you

Date: 26th January 2023

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes

<p>constructive action in response to inappropriate behaviour.</p> <ul style="list-style-type: none"> • Recognises and respects other people’s skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people’s motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

JOB DESCRIPTION

Job Title:	FEG Project & Office Co-Ordinator
Employer:	London Fire Commissioner
Job Number:	430298
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Group:	Fire Engineering
Location:	LFB Brigade Headquarters, 169 Union Street, London SE1 0LL
Reports to:	Senior Fire Engineer
Responsible for:	Fire Engineering Administrator (day to day duties)

How this role contributes to our vision:

As part of a team of uniformed & non-uniformed officers, the post holder will play an active role in the consideration of fire engineering solutions and liaison with outside bodies and internal departments. With a focus on the safety of members of the public and firefighters in the built environment the fire engineering group is continually seeking opportunities to recommend improvements through shared knowledge and experience. The Group deals with a large caseload of major building, transport and infrastructure projects in London and takes the lead in developing technical standards and policy guidance in this important area of the Authority's fire safety regulation activities.

MAIN DUTIES & RESPONSIBILITIES

1 Performance and Self Development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly and report anticipated difficulties in meeting deadlines. Monitor own performance against agreed indicators and objectives
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only and use all information systems in accordance with the Data Protection Act and with regard to the Freedom of Information Act.



LONDON FIRE BRIGADE

- 1.3 Keep informed of the Brigade's policies in relation to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary. Use the information technology and communication systems of the Brigade in accordance with the ICT acceptable use policy.
- 1.4 Keep informed of Authority decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 As part of ongoing personal development, identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager.
- 1.6 Play an active role in the mentoring and development of other team members with responsibility for the development of the fire engineer technicians.

2 Administration

- 2.1 To line manage Fire Engineering Administrator(s) to undertake the administrative function to support the Fire Engineering Group.
- 2.2 Complete work allocated and agree objectives to ensure that both routine and unexpected tasks are completed promptly and complete all work in accordance with the administrative procedures defined within the group and in accordance with brigade policy, completing and updating all necessary records as required.
- 2.3 Participate and contribute to activities identified as required in order to support the departmental and organisational plan.
- 2.4 Plan and organise personal and group workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines
- 2.5 Organising and support of Seminar & training days for internal & external candidates
- 2.6 To manage the day to day workload within the Group ensuring deadlines are met to agreed time-scales and quality standards
- 2.7 To be responsible for the allocation and prioritisation of caseload for fire engineering projects' ensuring that documentation and/or correspondence is prepared in support of the above function.
- 2.8 To take part in project work as required and/or, ensure reports, briefing papers and research has been carried out by support staff in liaison with other departments and outside agencies.
- 2.9 To ensure that all the Group's administrative records are maintained accurately and stored securely.
- 2.10 To assist in the development and maintenance of the Group's IT systems and applications and paper based administration and information systems.



LONDON FIRE BRIGADE

- 2.11 To assist in the development and maintenance of a quality assurance system for the Fire Engineering Group
- 2.12 Deal with queries/referrals to fire engineering group from borough teams and other sources, resolving any issues as required.
- 2.13 Ensure that Fire Engineering Group FSIGNS, policies and procedures are prepared, updated as necessary to take account of changes to fire safety legislation and published

3 General

- 3.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations and the Health and Safety at work Act. Report accidents and emergencies in accordance with established procedures.
- 3.2 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues. Implement the Brigade equalities policy in relation to the duties of the post and with due regard to Equalities Act 2010.
- 3.3 Carry out organisational security measures. Identify and report any security risk or breaches.

NOTE:

In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Authority; such duties to be commensurate with the responsibilities and grading of the post

Date: 23 May 2019



LONDON FIRE BRIGADE

SELECTION CRITERIA FOR: Office and Project Manager (Fire Engineering)

GRADE: FRS D

1. EXPERIENCE

- 1.1 Experience in the use of a wide range of information technology applications with good keyboard skills and an understanding of the ways in which IT applications are maintained.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of providing a proactive support service to senior managers and working flexibly with minimal supervision.
- 1.4 Experience of the management, development and training of subordinate staff.

2. SKILLS

- 2.1 Excellent communication skills, both written and oral in order to work with staff at all levels. The ability to draft a variety of documents in plain English, using correct grammar, spelling and appropriate vocabulary.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally and to ensure high levels of customer care..
- 2.3 Analytical skills in order to undertake research from a variety of sources and to provide concise and accurate written summaries of findings.
- 2.4 Good organisational skills. The ability to monitor and manage IT and paper based systems. Experience with Farynor is essential, experience with other systems such as PIMS/POMS and BEAT are desirable.
- 2.5 Experience in organising events is desirable.

3. KNOWLEDGE

- 3.1 Knowledge, or the ability to quickly acquire such knowledge, of web and database management, including the designing and maintaining of IT based proforma and procedural documentation..
- 3.2 Detailed knowledge, or the ability to acquire such knowledge, of fire safety policy and legislation.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager;



LONDON FIRE BRIGADE

- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

PLEASE NOTE These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you. If called for assessment, all criteria will be tested.

Date: 23 May 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	BDCH Technician
Employer:	London Fire Commissioner
Post no:	430371
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Group:	Building Design Consultations Hub (BDCH)
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	BDCH Team Leader (Station Commander/FRS E)
Staff directly responsible for:	None

How this job contributes to Our Vision:

As part of a team of uniformed & non-uniformed officers, the post holder will play an active role in the consideration of design proposals for the built environment. With a focus on the safety of members of the public and firefighters the Building Design Consultations Hub continually seeks opportunities to recommend improvements through shared knowledge and experience. The Group deals with a large caseload of projects in London and work closely with other fire safety teams such as Fire Engineering Group.

Main duties and responsibilities

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed in detail and promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only

- 1.2 Keep informed of the Brigade's and Directorate's policies and decisions as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager and/or development officer. Monitor own performance against agreed indicators and objectives.
- 1.5 Take responsibility for ensuring own continuing professional development, maintaining the necessary level of health and fitness to carry out your role, in line with Brigade policy. Identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 1.6 Undertake duties in a professional and ethical manner in line with IFE professional code of conduct and UK Engineering Council professional and ethical behavioural standards.

2. Fire Safety

- 2.1 Take responsibility for the Brigade's fire safety consultation duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.
- 2.2 To consider and technically review fire safety design proposals for all premises types to assess their risks and the adequacy of their fire safety arrangements. This review may be in relation to the Town and Country Planning Act or the Building Regulations or any other part of the design review process within which the LFB are being consulted.
- 2.3 Engage with and provide advice to key stakeholders of all premises types in relation to general fire safety design.
- 2.4 Consult with other regulatory bodies, where necessary, in respect of general fire safety design.
- 2.5 Carry out specialist functions and roles as required.
- 2.6 Provide technical advice and support on fire safety regulations and guidance documents to Fire Safety Advisors, Fire Safety Regulation staff and other internal and external stakeholders as required. This may include supporting development which can take the form, for example, of peer mentoring, undertaking presentations and providing input into training and development packages.

3 Administration

- 3.1 Complete work allocated and agree objectives to ensure that both routine and unexpected tasks are completed promptly.
- 3.2 Complete all work in accordance with the administrative procedures defined within the group and in accordance with brigade policy, completing and updating all necessary records as required.
- 3.3 Work within established quality assurance systems. This includes systems for the vetting, monitoring and approval of BDCH related work activities within the team.
- 3.4 Participate in activities identified as required in order to support the departmental and organisational plan.

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to Brigade procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with Brigade procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 4.2 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles of the Togetherness Strategy and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 4.3 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Policies.
- 4.4 Carry out organisational security measures and report any security risk or breaches.
- 4.5 Work in accordance with the lone worker policy.
- 4.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 4.7 Use all information systems in accordance with the GDPR and Data Protection Act and with regard to the Freedom of Information Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note2: There may be a requirement to carry out some fire safety activities outside normal working hours.

Date: 15 March 2022

1 Qualifications/Experience /Knowledge

- 1.1 A working knowledge of the broad aims and provisions of risk-based fire safety legislation and of the principles of risk management.
- 1.2 Ideally the post holder will hold a minimum Level 4 certificate or diploma in fire safety, but other relevant qualifications may be considered as part of the initial application process.
- 1.3 Experience of applying the provisions of fire safety technical codes and standards. With good working knowledge of Approved Document B and associated British Standards.
- 1.4 Demonstrable experience of reviewing and/or developing fire safety design proposals such as fire strategies, technical design notes, fire safety plans etc.
- 1.5 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.6 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.c

2 Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel, members of the public and external agencies and professionals.
- 2.2 Have effective written communication skills to a high standard in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.
- 2.5 An understanding of equality matters and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 2.6 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 2.7 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 15 March 2022

LFB BEHAVIOURS

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For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:	
B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.• Recognises and respects other people's skills, strengths, views, ideas and suggestions.• Is approachable and communicates in a clear, sensitive and concise manner.	
B5	Teamwork

Works with others to achieve results.

Summary:

- Works collaboratively with people by co-operating and consulting to achieve joint outcomes.
- Actively listens and promotes respectful two-way dialogue.
- Is interested in other people's motivations and perspectives.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Prioritises a learning culture through empowerment, encouragement, praise and recognition.
- Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.
- Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives.
- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

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Our purpose – Trusted to serve and protect London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	BDCH Advisor
Employer:	London Fire Commissioner
Post no:	430372
Grade:	FRS C
Directorate:	Operations
Department:	Prevention & Protection
Section:	Building Design Consultations Hub (BDCH)
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	BDCH Team Leader (Station Commander/FRS E)
Staff directly responsible for:	None

How this job contributes to Our Vision:

As part of a team of uniformed & non-uniformed officers, the post holder will play an active role in the consideration of design proposals for the built environment. With a focus on the safety of members of the public and firefighters the Building Design Consultations Hub continually seeks opportunities to recommend improvements through shared knowledge and experience. The Group deals with a large caseload of projects in London and work closely with other fire safety teams such as Fire Engineering Group.

Main duties and responsibilities

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed in detail and promptly. Report anticipated difficulties in meeting deadlines.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only
- 1.2 Keep informed of the Brigade's and Directorate's policies and decisions as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager and/or development officer. Monitor own performance against agreed indicators and objectives.
- 1.5 Take responsibility for ensuring own continuing professional development, maintaining the necessary level of health and fitness to carry out your role, in line with Brigade policy. Identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 1.6 Undertake duties in a professional and ethical manner in line with IFE professional code of conduct and UK Engineering Council professional and ethical behavioural standards.

2. Fire Safety

- 2.1 Take responsibility for the Brigade's fire safety consultation duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary.
- 2.2 To consider and technically review fire safety design for all premises types to assess their risks and the adequacy of their fire safety arrangements. This review may be in relation to the Town and Country Planning Act, the Building Regulations, on behalf of the Building Safety Regulator (BSR) or any other part of the design review process within which the LFB are being consulted.
- 2.3 Engage with and provide advice to key stakeholders of all premises types in relation to general fire safety design.
- 2.4 Consult with other regulatory bodies, where necessary, in respect of general fire safety design.
- 2.5 Carry out specialist functions and roles as required.
- 2.6 Provide technical advice and support on fire safety regulations and guidance documents to Fire Safety Regulation staff and other internal and external stakeholders as required. This may include supporting development which can take the form, for example, of peer mentoring, undertaking presentations and providing input into training and development packages.

3 Administration

- 3.1 Complete work allocated and agree objectives to ensure that both routine and unexpected tasks are completed promptly.
- 3.2 Complete all work in accordance with the administrative procedures defined within the group and in accordance with brigade policy, completing and updating all necessary records as required.

- 3.3 Work within established quality assurance systems. This includes systems for the vetting, monitoring and approval of BDCH related work activities within the team.
- 3.4 Participate in activities identified as required in order to support the departmental and organisational plan.

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to Brigade procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with Brigade procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 4.2 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles of the Togetherness Strategy and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 4.3 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Policies.
- 4.4 Carry out organisational security measures and report any security risk or breaches.
- 4.5 Work in accordance with the lone worker policy.
- 4.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 4.7 Use all information systems in accordance with the GDPR and Data Protection Act and with regard to the Freedom of Information Act.

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the responsibilities and grading of the post.

Date: 10 January 2023

1 Qualifications/Experience /Knowledge

- 1.1 Knowledge of the broad aims and provisions of risk-based fire safety legislation and of the principles of risk management.
- 1.2 Ideally the post holder will hold a minimum Level 3 certificate in fire safety but other relevant qualifications may be considered as part of the initial application process.
- 1.3 A requirement to attend a structured programme of externally verified training arranged by the Brigade, leading initially to a Level 3 Certificate in Fire Safety (Fire Auditors) followed by the Level 4 Certificate
- 1.4 Experience of applying the provisions of fire safety technical codes and standards. With working knowledge of Approved Document B and associated British Standards.
- 1.5 Ideally candidate will have experience of reviewing and/or developing fire safety design proposals such as fire strategies, technical design notes, fire safety plans etc.
- 1.6 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.7 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2 Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel, members of the public and external agencies and professionals.
- 2.2 Have effective written communication skills to a high standard in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.
- 2.5 An understanding of equality matters and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 2.6 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 2.7 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

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B1 Self-aware
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Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
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<i>Recognises the emotions of others and shows understanding for these.</i>
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TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.• Recognises and respects other people's skills, strengths, views, ideas and suggestions.

• Is approachable and communicates in a clear, sensitive and concise manner.

B5 Teamwork

Works with others to achieve results.

Summary:

- Works collaboratively with people by co-operating and consulting to achieve joint outcomes.
- Actively listens and promotes respectful two-way dialogue.
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Gives autonomy to others and helps them grow.

Summary:

- Prioritises a learning culture through empowerment, encouragement, praise and recognition.
- Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.
- Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives.
- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



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Job Description

Job Title: Administrative Assistant - Building Design & Consultation Hub (BDCH)

Employer: London Fire Commissioner

Post Number: 998802

Grade: FRS B

Directorate: Operations

Department: Prevention & Protection

Location: Brigade Headquarters, 169 Union Street, SE1

Reports to: BDCH Team Leader (Grade: FRS E)

Staff Directly

Responsible for: None

How This Job Contributes To Our Vision

By providing an efficient administrative and support service to the Building Design & Consultation Hub team, helping LFB meet it's obligations with regard to safer building design.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines to the appropriate person.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Obtain sufficient resources, e.g. stationery, equipment, to meet own requirements.
- 1.4 Keep informed of the Brigade's policies, particularly those relating to equalities, attendance and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.5 Keep informed of the Brigade's procedures. Carry out these procedures, asking for training and guidance if necessary.

- 1.6 Identify and agree personal development needs, identifying opportunities and discussing them with managers. Monitor own performance against agreed indicators and objectives.
- 1.7 Use the information and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.8 Take a flexible approach to the wide ranging duties of the Team (BDCH), learning new skills and deputising for colleagues when required.

2. Effective working relationships

- 2.1 Establish and maintain professional working relationships with other members of staff. Ensure that the principles and practice of the Brigade's Togetherness Strategy and equalities policies are followed in all dealings with colleagues.
- 2.2 Take accurate messages for other members of staff and pass them on quickly and efficiently. Pass on other essential information to colleagues in the same way.
- 2.3 Answer the telephone politely and efficiently and help callers with their requirements. Respond to queries with due regard to the Freedom of Information Act.
- 2.4 Receive and assist visitors, identifying their requirements and helping them to achieve the purpose of their visit. Ensure that the principles and practices of the Brigade's Togetherness Strategy are followed in all dealings with other people.
- 2.5 Answer letters, e-mails and other communications promptly and efficiently, passing on information where necessary.

3. Process and supply information

- 3.1 Review, maintain and use established filing systems. Create and update systems and their documentation as required.
- 3.2 Supply information on request in the required format. Reproduce and distribute documents by appropriate means as required.
- 3.3 Maintain established computer systems. Process and manipulate data as required. Enter and retrieve data as necessary. Identify and correct errors in inputting and coding. Ensure equipment and data are safeguarded against damage and breaches of confidentiality.
- 3.4 Produce business documents as required using the Brigade's standard software. Write routine correspondence and reports appropriate to the work undertaken.
- 3.5 Produce paperwork for meetings, writing agenda and notes of proceedings as directed.

4. Tasks relating to goods, services, personnel and events

- 4.1 Review and run administrative procedures using both computer and paper-based systems.
- 4.2 Make arrangements for people to attend appointments, including the production of paperwork and maintaining records and diaries as required.

- 4.3 Organise the planning and running of events, meetings and interviews. Organise bookings and the provision of documentation, audio-visual equipment, refreshments, reception etc, as required.
- 4.4 Process claims for payment, invoices and documentation for purchases as required, checking computations and dealing with discrepancies.
- 4.5 Carry out regular audits of stock and equipment held in the office. Ensure that repairs and maintenance are undertaken as required.
- 4.6 When necessary undertake any administrative duties required for the smooth running of a busy office.
- 4.7 To be responsible for the ordering and receipt of required items using the Brigade's Purchase Order Management System (POMS).

5. Training

- 5.1 When required train colleagues, both permanent and temporary, in the duties of their posts.

Monitor and maintain a healthy, safe and secure workplace

- 6.
- 7.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 7.2 Carry out organisational security measures. Identify and report any security risk or breaches.
- 7.3 Undertake duties with due regard for the environment.

Note : In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 22 May 2023

Selection Criteria for: Administrative Assistant (BDCH) **Grade:** FRS B

1. Experience

- 1.1 Experience of writing correspondence, minutes and short reports in plain English, using correct grammar, spelling and appropriate vocabulary.
- 1.2 Experience of performing arithmetical calculations; checking claims and invoices, detecting errors and making corrections and producing simple statistics.
- 1.3 Experience of organising, planning and prioritising own work; meeting deadlines and targets while working flexibly within a team.
- 1.4 Experience of using standard computerised office systems and specialised computer databases together with an understanding of their role in an office environment;
- 1.5 Experience of undertaking multi-step manual and computerised administrative processes.
- 1.6 Keyboard skills of a sufficient standard to enter data and create documents with speed and accuracy.

2. Skills

- 2.1 The ability to communicate with people in a professional and helpful manner in order to exchange information and to offer advice and assistance.
- 2.2 The ability to use interpersonal skills that contribute to a team-working environment where colleagues demonstrate mutual respect, care and consideration;
- 2.3 The ability to train others in the work of the team.

3. Knowledge

- 3.1 An understanding of the reasons for having an equalities policy and why it is observed in all areas of work and behaviour. An understanding of one's own individual responsibility with regard to the policy.
- 3.2 A thorough understanding of one's individual responsibility with regard to health and safety practice in the workplace.
- 3.3 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in an office environment.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 22 May 2023

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B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none">• Works collaboratively with people by co-operating and consulting to achieve joint outcomes.• Actively listens and promotes respectful two-way dialogue.• Is interested in other people's motivations and perspectives.
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<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



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Job Description

Job Title:	FSR Quality Assurance Manager
Post Number:	430257
Employer:	London Fire Commissioner
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Section:	Learning & Development Team
Location:	Brigade Headquarters, 169 Union Street SE1
Reports To:	Management Support Officer (Grade: FRS F)
Staff Directly Responsible for:	2 X Quality Assurance Officer (Grade: FRS D) 2 X Audit & Perf Officer (Grade FRS D)

How this role contributes to our vision:

The post holder will be responsible for the development and management of technical audit systems designed to enhance the department's performance, by measuring consistency of risk perception, the application of technical standards, and enforcement decisions taken by Inspecting Officers. The post holder will also support staff through targeted Learning & Development interventions in response to feedback and evaluation of externally provided training interventions, and following identified development needs following technical audits and on request from Area Fire Safety Team Leaders.

MAIN DUTIES AND RESPONSIBILITIES

1. **Technical Audit**
 - 1.1 In conjunction with the Management Support Officer ensure that comprehensive technical audit systems are developed, implemented and maintained within the regulatory fire safety function, and continually keep such systems under review, making recommendations for change and improvement to senior management as necessary.
 - 1.2 Assist the Management Support Officer , in the production of an annual technical audit programme.
 - 1.3 Oversee and actively participate in technical audits, managing the technical auditors and confirming that Inspecting Officers are delivering the regulatory fire safety function in accordance with the Brigade's agreed policies, procedures and practices.

- 1.4 Advise on any necessary changes to systems and procedures to ensure consistency of risk perception, application of technical standards and enforcement decisions.
- 1.5 Ensure that non-conformities from technical audits are highlighted, trends identified, options analysed and recommendations made to senior management on Learning & Development interventions required by staff to maintain the required standards.
- 1.6 Ensure that any agreed recommendations/actions are properly recorded and implemented, carrying out any follow up action as necessary.
- 1.7 Ensure that secure record keeping systems are established and maintained, disclosing information to authorised persons only.

2. Learning and Development Provision

- 2.1 Lead the team to identify and develop appropriate Learning and Development (L & D) interventions for fire safety staff in response to identified development needs following technical audit, identifying any trends in performance, and to support training provision by an external provider.
- 2.2 Design L & D interventions to address shortfalls identified in 2.1, in conjunction with the local Team Leader and Area Fire Safety Manager where the underperformance relates to a specific team or individual, and with the Management Support Officer and Area Fire Safety Managers where the underperformance affects more than one team.
- 2.2 Support the team and actively participate in the delivery of L&D interventions, including presenting to groups, and managing the team workload programme.
- 2.3 Liaise with external organisations who provide training, supporting their input by delivering FSR related training input as a subject matter expert.
- 2.4 Develop, maintain and manage the implementation of evaluation systems to ensure quality of external training provision and learning and development needs highlighted following technical audits.
- 2.5 Provide regular reports to the Management Support Officer identifying performance of teams and individuals during L&D interventions, and any impact that that will have on the department.
- 2.6 Liaise with the Brigade HR in matters relating to the management and administration of L&D records and further training provision as deemed appropriate.
- 2.7 Develop team policy and contribute to appropriate forums engaged in the determination of future L&D interventions that may impact on the fire safety programme.

3. Performance and Self Development

- 3.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 3.2 Keep up to date with information that is necessary for work activities. In particular awareness and interpretation of fire safety legislation, British Standards and associated guides and codes of practice.
- 3.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 3.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

3.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

3.6 Use all information systems in accordance with the Data Protection Act. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.

3. Communication

4.1 Develop and maintain good interpersonal, communication and customer care skills.

4.2 Positively communicate and support the implementation of Brigade policies, procedures and management guidance.

4.3 Positively communicate and support managerial and Brigade decisions.

4.4 Undertake research in relation to changes impacting on the FS community and changes in FS legislation, and reflecting those changes in L&D interventions.

4.5 Complete L&D and other records using both computerised and manual systems.

4.6 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

4.7 Liaise with managers, colleagues and other departments or external agencies and provide reports or take action where required.

4.8 Build a professional contacts network to facilitate the development and delivery of future FS L&D.

5. Staff management

5.1 Lead, manage, motivate and inform staff to maximise their contribution to the Brigade's work and to ensure the provision of quality services.

5.2 Identify and agree staff development needs in accordance with current policies, identifying opportunities and discussing them with individuals. Monitor performance against agreed indicators and objectives.

5.3 Assess and select staff against specified assessment criteria and in accordance with Brigade policies and procedures to meet organisational needs.

6. Health & Safety and Equalities

6.1 Organise own and subordinates work to minimise risk. Be aware of responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

6.2 Carry out the duties of the post with regard to the Brigade's Togetherness Strategy and Equalities Policy.

6. Financial Management

6.1 Assist in the planning of the allocation of the L&D budget, monitor the expenditure of the monies and assist with the end of year reconciliation and reporting.

6.2 Ensure that all Brigade policies and procedures are adhered to with respect to budget management.

7. External Engagement

7.1 To take a proactive approach to representing the Brigade in a positive light, in due accordance with Brigade procedures, protocols, values and aims.

8. Administration

8.1 Plan and organise personal workload to ensure that both routine and unscheduled tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

8.2 Complete personnel, L&D and other records as part of day to day duties, to support information management.

8.3 Compile and provide statistical information following technical audit, L&D interventions and training, maintaining the security of confidential and sensitive data, in accordance with Data protection and Freedom of Information Acts

Note 1: The nature of this post may require you to work flexibly outside of your core hours, from time to time and will also involve travelling throughout the Greater London. Travelling expenses will be reimbursed in accordance with current provisions.

Note 2: In addition to the duties set out above you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities of the post.

Note 3: This is a new post within the Fire Safety Department and will be subject to review as the post develops.

Date: 21 June 2021

Selection Criteria for: FSR Quality Assurance Manager

Grade: FRS E

1. Experience

- 1.1 Experience in presenting technical information, in an easily understandable manner, at varying levels of complexity to individuals and diverse groups of people.
 - 1.2 Experience of staff management, including development, training and motivation.
 - 1.3 Experience of organising, planning and prioritising and support staff work ensuring deadlines and targets are met and working on own initiative with minimal supervision.
 - 1.4 Experience in the use of a wide range of information technology applications together with good key board skills and an understanding of the ways in which IT can benefit the work environment.
 - 1.5 Experience of carrying out research from a variety of sources, analysing information and presenting it in an appropriate manner to meet the needs identified.
- 2. Skills**
- 2.1 Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.
 - 2.2 Good oral and written communication skills in order to undertake presentations; liaise, advise and feedback to staff at all levels; and to summarise management and technical information for non technical recipients, and to draft work plans, reports and management briefing notes to aid others in decision making.
 - 2.3 The ability to draft documents and prepare visual aid material in plain easily understood language.
 - 2.4 Good numerical skills in order to monitor and report on budgets and compile financial and statistical information.
- 3. Knowledge**
- 3.1 Detailed knowledge of fire safety procedures, legislation and associated guides, codes of practice and Brigade fire safety policy and procedures.
 - 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
 - 3.3 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
 - 3.4 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Date: 21 June 2021



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title: FS Learning and Development Manager
Post No: 430228
Employer: London Fire Commissioner
Role/Grade: FRS E
Directorate: Operations
Department: Fire Safety
Section: Learning & Development Team
Location: Brigade Headquarters, 169 Union Street SE1
Reports To: Management Support Officer (Grade: FRS F)
Staff Directly Responsible for: Admin Development Officer (Grade: FRS C)

How this role contributes to our vision:

The post holder will be responsible for the development and management of qualification and CPD systems designed to enhance the department's performance, contributing to the creation of a centre of excellence for fire and community safety. The post holder will support staff through targeted Learning & Development interventions in response to feedback and evaluation from externally-provided training, assessment of development needs using technical audits and upon request from the Area Fire Safety Team Leaders.

MAIN DUTIES AND RESPONSIBILITIES

1. Induction Programmes

- 1.1 Design, deliver and evaluate Induction Courses for Inspecting Officers and Team Leaders
- 1.2 Provide a remote mentoring service to both new Team Leaders and new Inspecting Officers during the completion of their Induction.
- 1.3 Ensure all new staff receive appropriate equipment to perform their duties and where necessary provide training to new employees
- 1.4 Manage the development folders of new staff members and in doing so providing reports to Management Support Officer on attainment.

2. Training Programmes

- 2.1 Manage all Fire Safety Training Courses including the creation of new courses to ensure the Teams remain legally compliant and o the highest possible standard.
- 2.2 To monitor the Training provision to ensure the courses are facilitating the needs of the participants. Regular assessment of the content of courses to ensure they are fit for bridge purpose. If necessary making reccomendations for change.
- 2.3 Manage the CPD budget to ensure all staff are compliant to Fire Safety Regulations within the budgetary requirements to programme and source to the correct CPD for the deptamants requirement
- 2.4 Design and deliver distance learning courses
- 2.5 Lead the ongoing program to ensure equality and diversity is adhered to, with specific focus on those with additonal learning requirments. Making reccomendations where there are areas of non-compliance or improvement.
- 2.6 Create and distribute management reports on completion of all courses
- 2.7 Carry out audits of current training provider and regular market research on training providers to ensure profitable and suitable training is delivered.

3 Learning and Development Provision

- 3.1 Liaise with external organisations who provide training, supporting their input by delivering FSR related training input as a subject matter expert.
- 3.2 Develop, maintain and manage the implementation of evaluation systems to ensure quality of external training provision and learning and development needs highlighted following technical audits.
- 3.3 Provide regular reports to the Management Support Officer identifying performance of teams and individuals during L&D interventions, and any impact that that will have on the department.
- 3.4 Liaise with the Brigade HR in matters relating to the management and administration of L&D records and further training provision as deemed appropriate.
- 3.5 Develop team policy and contribute to appropriate forums engaged in the determination of future L&D interventions that may impact on the fire safety programme.

4 Managing Relationships

- 4.1 Represent Fire Safety Team at Governance Board & provide reports to Management Support Officer
- 4.2 Manage the relationship with external Training providers in the delivery of TCAPs Training

5. Policies and Procedures

- 5.1 Be aware of, and advise others on, the content and interpretation of fire safety legislation, British Standards, Codes of Practice, appropriate guidance etc.
- 5.2 Assist senior officers in the preparation and delivery of training materials relating to new or revised technical standards, policies and procedures for delivery by the relevant department.
- 5.3 Provide advice and support on the technical aspects of policies, procedures and guidance documents both internally and to external organisations and members of the public.

- 5.4 Maintain an up to date awareness of Brigade policy and Government legislation/initiatives relevant to the nature of the work.

6. Health and Safety and Equalities

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 6.2 Carry out the duties of the post with regard to the Brigade's Equalities Policy.

7. General

- 7.1 Management of temporary staff as projects require
- 7.2 Provide consultancy service on Interviews and Assessments of new staff
- 7.3 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only
- 7.4 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, providing guidance to colleagues if necessary
- 7.5 Advise on any necessary changes to systems and procedures to ensure consistency of risk perception, application of technical standards and enforcement decisions.
- 7.6 Ensure that non-conformities from technical audits are highlighted, trends identified, options analysed and recommendations made to senior management on Learning & Development interventions required by staff to maintain the required standards.
- 7.7 Ensure that any agreed recommendations/actions are properly recorded and implemented, carrying out any follow up action as necessary.
- 7.8 Ensure that secure record keeping systems are established and maintained, disclosing information to authorised persons only.

8. Performance and Self Development

- 8.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 8.2 Keep up to date with information that is necessary for work activities. In particular awareness and interpretation of fire safety legislation, British Standards and associated guides and codes of practice.
- 8.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 8.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 8.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.

8.6 Use all information systems in accordance with the Data Protection Act. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.

9. Communication

9.1 Develop and maintain good interpersonal, communication and customer care skills.

9.2 Positively communicate and support the implementation of Brigade policies, procedures and management guidance.

9.3 Positively communicate and support managerial and Authority decisions.

9.4 Undertake research in relation to changes impacting on the FS community and changes in FS legislation, and reflecting those changes in L&D interventions.

9.5 Complete L&D and other records using both computerised and manual systems.

9.6 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

9.7 Liaise with managers, colleagues and other departments or external agencies and provide reports or take action where required.

9.8 Build a professional contacts network to facilitate the development and delivery of future FS L&D.

10. Staff management

10.1 Lead, manage, motivate and inform staff to maximise their contribution to the Brigade's work and to ensure the provision of quality services.

10.2 Identify and agree staff development needs in accordance with current policies, identifying opportunities and discussing them with individuals. Monitor performance against agreed indicators and objectives.

10.3 Assess and select staff against specified assessment criteria and in accordance with Brigade policies and procedures to meet organisational needs.

11 Financial Management

11.1 Assist in the planning of the allocation of the L&D budget, monitor the expenditure of the monies and assist with the end of year reconciliation and reporting.

11.2 Ensure that all Brigade policies and procedures are adhered to with respect to budget management.

12. External Engagement

12.1 To take a proactive approach to representing the Brigade in a positive light, in due accordance with Brigade procedures, protocols, values and aims.

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13 Administration

13.1 Plan and organise personal workload to ensure that both routine and unscheduled tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

13.2 Complete personnel, L&D and other records as part of day to day duties, to support information management.

13.3 Compile and provide statistical information following technical audit, L&D interventions and training, maintaining the security of confidential and sensitive data, in accordance with Data protection and Freedom of Information Acts

Note 1: The nature of this post may require you to work flexibly outside of your core hours, from time to time and will also involve travelling throughout the Greater London. Travelling expenses will be reimbursed in accordance with current provisions.

Note 2: In addition to the duties set out above you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities of the post.

Note 3: This is a new post within the Fire Safety Department and will be subject to review as the post develops.

Date: 1 April 2018

1. Experience

- 1.1 Experience in presenting technical information, in an easily understandable manner, at varying levels of complexity to individuals and diverse groups of people.
- 1.2 Experience of staff management, including development, training and motivation.
- 1.3 Experience of organising, planning and prioritising and support staff work ensuring deadlines and targets are met and working on own initiative with minimal supervision.
- 1.4 Experience in the use of a wide range of information technology applications together with good key board skills and an understanding of the ways in which IT can benefit the work environment.
- 1.5 Experience of carrying out research from a variety of sources, analysing information and presenting it in an appropriate manner to meet the needs identified.

2. Skills

- 2.1 Well developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.
- 2.2 Good oral and written communication skills in order to undertake presentations; liaise, advise and feedback to staff at all levels; and to summarise management and technical information for non technical recipients, and to draft work plans, reports and management briefing notes to aid others in decision making.
- 2.3 The ability to draft documents and prepare visual aid material in plain easily understood language.
- 2.4 Good numerical skills in order to monitor and report on budgets and compile financial and statistical information.

3. Knowledge

- 3.1 Detailed knowledge of fire safety procedures, legislation and associated guides, codes of practice and Brigade fire safety policy and procedures.
- 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.3 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.4 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Date: 1 April 2018



LONDON FIRE BRIGADE

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Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Quality Assurance and Audit Officer
Employer:	London Fire Commissioner
Post Number:	430010
Grade:	FRSD
Directorate:	Operations
Department:	Fire Safety Regulation
Location:	Borough/HQ Team
Reports to:	Fire Safety Quality Assurance Team Leader (FRS E)
Responsible for:	No line management responsibilities

How this job contributes to our vision:

The role contributes to the Brigade's principal aim of making London a safer city by means of a structured Fire Safety Regulation (FSR) audit programme. The postholder will:

- Assist in the promotion of quality in the delivery of the fire safety function by helping to ensure that it is discharged in accordance with legislative requirements and approved policies and procedures.
- Provide guidance and specialist support to FSR managers and staff.
- Capture and report learning to provide continuous improvement.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager and/or development officer. Monitor own performance against agreed indicators and objectives.
- 1.5 Use all information systems in accordance with the General Data Protection Regulation.
- 1.6 Take responsibility for ensuring own continuing professional development, maintaining the necessary level of health and fitness to carry out your role, in line with Brigade policy. Identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.

2. Quality Assurance and Audit

- 2.1 In conjunction with the Quality Assurance Team Leader ensure that appropriate quality assurance and audit systems are developed, implemented and maintained within the Fire Safety Regulation function.
- 2.2 To continually keep such systems under review and make recommendations for change and improvement as necessary.
- 2.3 To support managers in the delivery of the quality assurance function through analysis and evaluation of service delivery teams and production of appropriate reports.
- 2.4 Identification and reporting on identified areas of good practice and improvement opportunities.
- 2.5 Monitor and evaluate performance against team plans and highlight areas of concern appropriately.
- 2.6 Provide technical advice and support on FSR processes to Fire Safety Regulation staff and other internal and external stakeholders as required.

3 Administration

- 3.2 Accurately record all work activities in whatever format is required. Keep records up to date.
- 3.3 Produce written reports, briefs, emails and correspondence as required and in a timely manner.
- 3.4 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 3.5 Handle information in accordance with agreed procedures and the requirements of the General Data Protection Regulation and Freedom of Information Acts,

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

- 4.2 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 5.3 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.
- 5.4 Carry out the duties of the post with regard to the Brigade's Equalities Policy.
- 5.5 Carry out organisational security measures and report any security risk or breaches.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 04 July 2019.

Selection Criteria For : Quality Assurance and Audit Officer **Grade:** FRSD

1. Experience

- 1.1 Experience of analysing data and Fire Safety systems and processes to capture, record and report Quality Assurance information.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/persuade outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of the fire safety delivery function.

3. Knowledge

- 3.1 A working knowledge of Fire Safety Regulation systems, processes, policy, procedure and risk based inspection programme requirements.
- 3.2 An understanding of quality assurance and audit methodology.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others in the workplace.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the General Data Protection Regulations and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 04 July 2019

ⁱ JD Ref: A40



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title: Fire Safety Quality Assurance Officer

Employer: London Fire Commissioner

Post no: 430300

Grade: FRS D

Directorate: Directorate of Operations

Department: Fire Safety Regulation Prevention and Protection

Section: Quality Assurance

Location: Brigade Headquarters, 169 Union St, London, SE1]

Reports to: Team Leader (Grade FRS E)

Staff directly responsible for: No line management responsibilities

How this job contributes to Our Vision:
The postholder will be responsible for carrying out and recording technical audits of inspecting officers, designed to enhance the department’s performance, by measuring consistency of risk perception, the application of technical standards, and enforcement decisions taken and completing reports in accordance with the Brigade’s agreed policies, procedures and practices.

Main duties and responsibilities

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care
- 2.3 Provide technical advice and support on fire safety regulations and guidance documents to Fire Safety Advisors, Fire Safety Regulation staff and other internal and external stakeholders as required.

3 Quality Assurance

- 3.1 Assist the Q/A Team Leader in undertaking technical audits of Fire Safety Regulation teams on a programmed basis to ensure that Inspecting Officers are delivering the Regulatory Fire Safety function in accordance with the Brigade's agreed policies, procedures and practices.
- 3.2 Be flexible and able to work at various locations across London.
- 3.3 Undertake Quality Assurance audits on previously audited buildings to ensure Fire Safety legislation is being applied consistently across Teams and that technical standards and any enforcement decisions taken by Inspecting Officers are appropriate.
- 3.4 Produce a summary of findings and recommendations for approval of the Q/A Team Leader with priority given to risk critical areas. This will include identifying Learning and Development needs for Inspecting Officers and Team Leaders as appropriate.
- 3.5 Produce periodical analysis of trends, highlighting risks and remedial actions by Area/Team.
- 3.6 Manage and prioritise workload ensuring deadlines and targets are met.

4 Service Management

- 4.1 Liaise with Quality Assurance Team leader on a regular basis to agree work schedules and performance targets
- 4.2 Accurately record all work activities in whatever format is required. Keep records up to date.
- 4.3 Maintain proper administrative procedures and records in accordance with Brigade policy.
- 4.4 Carry out work in accordance with agreed procedures and Brigade policy with due recognition to the Brigade's customer care and quality assurance standards, and to identify any improvements to these standards

5 Training

- 5.1 Attend appropriate internal and external seminars and training courses as directed by the Team Leader. In order to maintain CPD and competency.

6 General

- 6.1 With regard to the duties set out in sections 3 and 4 above, prepare concise and accurate reports as instructed by a supervising officer. Maintain confidentiality associated with the duties of the post and in accordance with the Brigade's statutory obligations, standing orders etc.
- 6.2 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 6.3 Carry out organisational security measures and report any security risk or breaches.

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the responsibilities and grading of the post.

Note 2: Candidates should be aware that the post of a Quality Assurance officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3: There may be a requirement to carry out some fire safety inspector activities outside normal working hours.

Date: 17th October 2022

1 Experience

- 1.1 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.2 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.3 Practical experience of reading and interpreting drawings of a technical nature.
- 1.4 Experience of auditing/inspecting various types of premises and understanding of risk.
- 1.5 Good understanding of enforcement procedures.

2 Skills

- 2.1 An analytical approach to the work including the ability to quickly assimilate new trends and potential issues in terms of consistency within the area teams.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations including professional officers involved in building developments and construction, ensuring that a high standard of customer care is maintained at all times.
- 2.3 Proven organisational skills in order to determine work priorities and to ensure deadlines are met.
- 2.4 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.5 Ability to remain calm and give pragmatic advice in both difficult and sensitive situations.

3 Knowledge

- 3.1 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibilities with regard to the policy.
- 3.2 Detailed knowledge of fire safety procedures, legislation and associated technical guides, codes of practice and British Standards.
- 3.3 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.

- 3.4 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 17th October 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes

<p>constructive action in response to inappropriate behaviour.</p> <ul style="list-style-type: none"> • Recognises and respects other people’s skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
<p>B5 Teamwork</p>
<p><i>Works with others to achieve results.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people’s motivations and perspectives.
<p>B6 Empowers and coaches others</p>
<p><i>Gives autonomy to others and helps them grow.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
<p>ACCOUNTABILITY:</p>
<p>B7 Takes ownership and responsibility</p>
<p><i>Demonstrates personal accountability.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
<p>B8 Professional</p>
<p><i>Demonstrate high standards and the skills and ability to deliver,</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
<p>B9 Forward-looking</p>
<p><i>Demonstrates adaptability and anticipates change positively.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

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Our vision - To be a world class fire and rescue service for London, Londoners and visitors

Job Description

Job Title:	Learning Admin Development Officer
Employer:	London Fire Commissioner
Post No:	430289
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety Regulation
Group:	Learning and Development Team
Location:	Brigade Headquarters, Union Street, London SE1
Reports to:	Technical Support Officer (Grade: FRS E)
Responsible for:	None

How This Job Contributes To Our Vision

The post holder will play an active role in the formulation and review of the Continuous Professional Development (CPD) department and its workstreams including development for all fire safety regulation, community safety and administration staff. This will include ensuring the CPD is current and fit for purpose, using current teaching methods and using all the methods of delivery available to the LFB. This will incorporate monitoring and making recommendations for improvement as well as measuring for consistency of performance of this group. The post holder must be able to create and deliver face to face and electronic solutions for CPD. The post holder will also give fire safety related presentations to internal and external audiences.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and reactive tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.6 Use all information systems in accordance with GDPR.
- 1.7 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.7 Carry out organisational security measures and report any security risk or breaches.
- 1.8 Keep up to date with the LFB computer systems and how updates can be used to benefit the efficacy of the delivery of CPD to the Regulatory Fire Safety Department
- 1.9 To carry out all facilitation functions for Fire Safety Regulation for either internal or external providers

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.
- 2.3 Work as part of a team to develop and maintain CPD packages with Regulatory Fire Safety ensuring their compliance with legislation and current policy.
- 2.4 Maintain database and performance records reports .
- 2.5 Review policy and amend when required, supporting the department's IT systems and administrative processes.

3. Team Working

- 3.1 Ensure that practical and theoretical skills development is provided as necessary and that the individual team members are developed according to their needs.
- 3.2 Manage resources and self according to the demands of the workload.
- 3.3 Provide advice and support on the technical aspects of policies, procedures and guidance documents internally, to external organisations, and members of the public.
- 3.4 Maintain an up to date awareness of Brigade policy and Government legislation/initiatives relevant to the nature of the work.
- 3.5 Give fire safety presentations to fire safety staff, other departments, external bodies and members of the public as required.

4. Health and Safety

4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace and when facilitating any input which is taking place. Ensure that hazards are removed, minimised and/or reported according to established procedures. Procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

Note 1: The nature of this post may require you to work flexibly outside of your core hours, from time to time and will also involve travelling throughout the Greater London area. Travelling expenses will be reimbursed in accordance with current provisions.

Note 2: In addition to the duties set out above you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities of the post.

Note 3: This is a new post within the Fire Safety Department and will be subject to review as the post develops.

Date: 22nd November 2019

Selection Criteria for: Admin Development Officer

Grade: FRS C

1. Experience

- 1.1 Experience of providing effective and efficient support to senior management.
- 1.2 Experience of organising, planning and prioritising own work, meeting deadlines and targets with minimal supervision.
- 1.3 Experience of setting up and maintaining detailed development programmes .
- 1.4 Experience of using a range of software applications and packages to produce training material to encompass different learning styles and disabilities together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Effective communication and interpersonal skills in order to forge efficient working relationships, both internally and externally.
- 2.2 Good written communication skills in order to write reports, letters, agenda which are clear and easy to understand.
- 2.3 Good analytical skills in order to undertake research, analyse data and provide a concise summary of findings suggest you include types of information e.g. numerical, training surveys etc.?.
- 2.5 Ability to acquire knowledge quickly and comprehensively, particularly procedures, legislation and policy.
- 2.6 Ability to develop CPD modules that comply with the organisational aims.

3. Knowledge

- 3.1 An understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.2 Awareness of one's responsibility with regard to health and safety in workplace.
- 3.3 An understanding of the need to maintain appropriate confidentiality within the policies of the Brigade and the legal requirements of the GDPR and Freedom of Information Act.
- 3.4 An understanding of different learning styles and disabilities which affect the way staff learn, and retain information.

Date: 22nd November 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

JOB DESCRIPTION

Job Title:	Fire Safety Liaison/Cold Scene Examiner/Research Assistant
Job Number:	430296
Employer:	London Fire Commissioner
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Group:	Fire Investigation
Location:	Fire Investigation – A28 Dowgate Fire Station
Reports to:	Fire Investigation Management
Responsible for:	No direct subordinates

How this role contributes to our vision:

As part of the Fire investigation Team (FIT), the post holder will play an active role in directly improving feedback of Fire Safety relevant data from Fire Investigations. The postholder will focus on reviewing and improving where applicable, data gathered by FIT Officers and assist at 'cold' fire scenes to help capture and provide information regarding Fire Safety failures or successes, which may not otherwise be available through a normal post-fire audit.

The postholder will develop both theoretical and practical Fire Investigation skills (including at post-fire scenes), to complement Fire Safety skills and promote further integration of overlapping work areas.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies in relation to the role and the level of responsibility, particularly in relation to finance, equalities, data protection and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 As part of the Performance Review Development System (PRDS), identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use Policy.
- 1.7 Use all information systems in accordance with the Data Protection Act and with regard to the Freedom of Information Act.

2 Administration

- 2.1 Complete work allocated and agree objectives to ensure that both routine and unexpected tasks are completed promptly.
- 2.2 Complete all work in accordance with the administrative procedures defined within the group and in accordance with brigade policy, completing and updating all necessary records as required.
- 2.3 Work within established quality assurance systems. This includes systems for review and peer review within the team.
- 2.4 Participate in activities identified as required in order to support the departmental and organisational plan.

3 Fire Investigation

- 3.1 Undertake and assist with 'cold scene' fire investigations with a focus on possible Fire Safety failures or successes (particularly where a SFSO or IO may not have been able to gain access due to fire damage), enhancing the investigation, the reporting process and the quality of data. This will include the systematic excavation and examination of fire scenes, ensuring Health & Safety protocols are followed and maintained.
- 3.2 Cross-referencing Senior Fire Safety Officer (SFSO) reports (S200_FS20_01) against incidents attended by Fire Investigation to identify patterns in premises that have common trends relating to causes of fire, fire spread, suspected compartmentation issues, fire risk assessment and management.

- 3.3 Work with area FS teams and the Enforcement team to collate information so that common trends/ learning outcomes can be identified and fed back to the Fire Investigation team, improving surveillance and identification of potential issues.
- 3.4 Undertake seizing and sample taking for Fire Safety teams as and when required, to support the fire safety investigation and prosecution of contraventions of the Fire Safety Order (some SFSOs were 'trained' in the past, but FI normally assists with this).
- 3.5 To participate in regular meetings and/or information sharing with regulatory fire safety and Fire Investigation, to ensure any fire safety areas of concern are followed up.
- 3.6 Deal with queries/referrals to Fire Investigation from borough teams and other sources, resolving any issues as required referring any queries on more complex matters to more senior team members.
- 3.7 Support in the preparation of information for our legal/enforcement team at a level suitable for this role

4 Monitor and maintain a healthy, safe and secure workplace

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 4.2 Report accidents and emergencies in accordance with established procedures
- 4.3 Ensure that the principles and practice of the Brigade's equalities policies are followed when carrying out the duties of the post
- 4.4 Consider environmental impact when carrying out the duties of the post
- 4.5 Carry out organisational security measures. Identify and report any security risk or breaches

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post..

Date: 11 October 2021.

Selection Criteria For : Fire Safety Liaison/Cold Scene Examiner/Research Assistant

1 Experience

- 1.1 The candidate will have experience of Fire Safety Inspections, be capable of working alone and under own initiative and should hold a minimum of a level 3 certificate in fire (or equivalent).
- 1.2 They will have experience of communications both internally and externally.
- 1.3 They should have experience of dealing with individuals (MoP) who have experienced traumatic events (fires).
- 1.4 They should have experience of developing contacts internally and externally.
- 1.5 They should be used to working with the Brigade's I.T. systems and be able to produce reports and spreadsheets.
- 1.6 Have experience of delivering outputs to specified deadlines.
- 1.7 Should have experience of delivering presentations to small to medium audiences.

2 Skills

- 2.1 The candidate must be able to use Microsoft applications including Word, Excel, PowerPoint, and other I.T. systems.
- 2.2 The candidate will have basic photography skills.
- 2.3 The candidate should have a current full driving licence.
- 2.4 The candidate must be able to work with operational staff and if necessary assist with fire investigations.
- 2.5 Must have the ability to manage own personal resilience, as the role will from time to time involve dealing with the challenging/traumatic incidents e.g. following a fire fatality.
- 2.6 The candidate must be able to manage their own workload.
- 2.7 Have ability to work alone and unsupervised, managing self and others as required.
- 2.8 Have the ability to be trained to take samples in accordance with established protocols.

3 Knowledge

- 3.1 The successful candidate will have knowledge of the RRO, and be able to inspect cold fire scenes to determine the effectiveness of Fire Safety (FS) measures, identify and record failures as well as examples of effective FS measures
- 3.2 The candidate must have knowledge of basic health and safety.
- 3.3 The candidate must have an awareness of data protection legislation and know the requirements for collection, recording storage and dissemination of information.

- 3.4 The candidate will have awareness of F.O.I.A. requests.
- 3.5 Must have knowledge of the FRS Act 2004, specifically s45-47.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 11 October 2021.



LONDON FIRE BRIGADE

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Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

JOB DESCRIPTION

JOB TITLE	:	Fire Investigation Officer
EMPLOYER:	;	London Fire Commissioner
POST No:	:	430313
ROLE	:	FRS D
DIRECTORATE	:	Director of Operations
DEPARTMENT	:	Fire Safety
LOCATION	:	Dowgate Fire Station/BHQ
REPORTS TO	:	SC Fire Investigation
DUTY SYSTEM	:	Shift - Watch based

HOW THIS ROLE CONTRIBUTES TO OUR VISION:

By investigating and reporting on fires, outcomes can be identified and used to reduce risk to the people of London. Gathering, reporting on and presenting evidence from fires will support Prevention and Protection activities and legal proceedings where required.

NOTE:

The post holder must have (this is not an exhaustive person specification):

- A valid full driving license (car/light van).
- A relevant and valid Fire Investigation qualification to the sector minimum requirement (Level 5) and preferably experience or qualification in relevant legal processes (e.g. expert witness or investigative practice), or recognised equivalent qualifications and/ or experience.
- Demonstrable evidence of the application of current practises for fireground risk assessment and competence (commensurate and appropriate to fire service fire investigations).

CORE DUTIES AND RESPONSIBILITIES

1. Leadership and Management

- 1.1 To gather, review and report on the origin and cause of fires, including observations regarding the building's performance and human behaviour to a range of stakeholders. Internally, this would include Fire Safety, Service Delivery, Operational Assurance and senior/principal managers. Externally, reporting lines may include the Police, Local Authority agencies or others as applicable.

- 1.2 To liaise with partner agencies and stakeholders at senior level (e.g. senior Police staff or HM Coroner), including at 'live' operational incidents, ensuring compliance with operational command and priorities.
- 1.3 To support multi-agency (e.g. Police) investigations at fire scenes and during the subsequent data gathering process.
- 1.4 To handle, process and redact Fire Investigation (FI) information on behalf of the Brigade, in visual and written form, relating to all incidents, some of which may be of both a graphic and disturbing nature.
- 1.5 Accurately record all work activities on relevant Brigade databases, forms and logs; and keep records up to date in line with legal, Brigade and agreed sector practices, policies and standards. Also, to produce written reports, briefs, emails and correspondence as required and in a timely manner.
- 1.6 Respond to requests from loss adjusters, solicitors, occupiers, etc regarding Fire Investigation (FI) information available from incidents, on behalf of the FI management team.
- 1.7 To assist in the creation and delivery of learning & development inputs on Fire Investigation related topics, in conjunction with the FI management team.
- 1.8 To develop and maintain a political sensitivity appropriate to the demands of the role of Fire Investigation Officer. This would include awareness of organisational or political risk, the sensitivities of criminal investigations and commercial sensitivity, both at the time of the fire and post-fire.
- 1.9 To lead, manage and direct operational staff at an incident, in line with the role of the Fire Investigation Officer (e.g. scene preservation and security, cutting away and scene examination processes).

2. Communication

- 2.1 To positively communicate and support the implementation of Brigade policies, procedures and management guidance.
- 2.2 To positively communicate and support Brigade values, including the Inclusion strategy (Safer Together).
- 2.3 Establish and maintain professional and effective working relationships with Brigade staff and external organisations.
- 2.4 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and Brigade policy.
- 2.5 Provide technical information about the fire protection measures in buildings and the origins and causes of fires so that the appropriate action may be taken.
- 2.6 To conduct briefings and presentations to LFB staff and members of the community on a range of FI related issues.
- 2.7 To liaise with members of the public and explain where appropriate, the process of an investigation and how the conclusion has been reached
- 2.8 To liaise with General Counsel regarding investigations and requests for information of a sensitive nature and give advice on fire scenes and the process of investigations, when required.

- 2.9 To provide information (including that of a sensitive nature) to senior and principal managers. This could include information from high profile, politically sensitive or fatal fires.
- 2.10 Liaise with operational staff and managers on the fireground to assist with the resolution of the incident (from a fire investigation perspective) and provide debriefs to operational staff at or away from the fireground (from a fire investigation perspective) as required.

3. Performance Management

- 3.1 To assess (where applicable) and develop staff against set criteria in a range of processes including: PRDS; CPD; Recruitment etc; in accordance with Brigade policies and standardisation procedures.
- 3.2 To liaise with a range of Brigade departments to ensure personnel are developed in accordance with Brigade policies and procedures, where they are updated or familiarisation is required.
- 3.3 Take responsibility for ensuring own continuing professional development, maintaining the necessary level of health and fitness to carry out your role, in line with Brigade policies. Identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.

4. Operational Duties

- 4.1 Attend operational incidents and cold fire scenes as directed by Brigade Control or managers, in line with Brigade policies.
- 4.2 Conform to safe systems of working when at fire scenes.
- 4.3 Support Incident Command by helping to ascertain the origin, cause and progression of the fire and to report on the effectiveness of fire precautions in buildings which have had fires

5. External Liaison

- 5.1 To take a proactive approach to representing the Brigade in a positive light, in due accordance with Brigade procedures, protocols, values and aims.
- 5.2 To prepare and present evidence for legal processes and proceedings, including Criminal courts and HM Coroner's court. Provide feedback from legal processes and proceedings, highlighting any matters of relevant to the Brigade

6. Administration

- 6.1 Plan and organise personal workload to ensure that both routine and unscheduled tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 6.2 Complete personnel and training records as part of day to day duties, to support information management.
- 6.3 To compile and provide statistical information on a range of work streams to inform decision making.
- 6.4 To assist in maintaining robust administrative systems and complying with departmental policies i.e. Finance, Property, Procurement, Health and Safety etc.

- 6.5 Ensure the security of confidential and sensitive information/data, in accordance with Brigade policies, the Data Protection, GDPR and Freedom of Information Acts
- 6.6 To ensure that environmental impacts are considered when carrying out the duties of the post.
- 6.7 To assist on local projects and provide input on Brigade-wide projects.
- 6.8 To be responsible for the delivery of equality objectives at a local level and for the day-to-day management of equalities and personnel policies. To be responsible for applying a consistent and appropriate approach to managing individual and diverse needs in the workplace, in line with equalities and personnel policies.
- 6.9 Keep informed of Brigade policies in relation to the role and the level of responsibility. Carry out all activities in accordance with these policies, highlighting any development needs and asking and guidance if necessary.
- 6.10 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use Policy.
- 6.11 Investigate accidents and near miss events, prepare reports and action plans including necessary corrective actions.
- 6.12 To be responsible for the application and enforcement of the Brigade's Health & Safety Policies and to undertake proactive action to reduce accidents and dangerous occurrences in the workplace or on the incident ground.

Note 1: The nature of this post may require you to work flexibly outside of your core hours, from time to time (subject to health & safety and legal/policy requirements).

Note 2: In addition to the duties set out above you may from time to time be required to undertake other duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities of the post.

Note 3: This job description including the systems and procedures mentioned herein may be changed from time to time, in line with Brigade requirements.

Note 4: This FRS role will involve being part of a fire investigation operational response on a watch based shift system and can involve exposure to traumatic and challenging incidents.

Note 5: The role is broad and encompasses fire ground operations (including challenging manual tasks).

Note 6: Due to the post being for a short fixed term contract, there will be an expectation that the applicant should be able to fulfil the immediate requirements of the role.

DATE: 15 July 2021

Selection Criteria For : Fire Investigation Officer Grade: FRSD

1 Experience

- 1.1 The candidate will have experience of Fire Investigation, be capable of working alone and under own initiative.
- 1.2 A relevant and valid Fire Investigation qualification to the sector minimum requirement (Level 5) and preferably experience or qualification in relevant legal processes (e.g. expert witness or investigative practice), or recognised equivalent qualifications and/ or experience.
- 1.3 They will have experience of communications both internally and externally.
- 1.4 They should have experience of dealing with individuals (MoP) who have experienced traumatic events (fires).
- 1.5 They should have experience of developing contacts internally and externally.
- 1.6 They should be used to working with the Brigade's I.T. systems and be able to produce reports and spreadsheets.
- 1.7 Have experience of delivering outputs to specified deadlines.
- 1.8 Have experience of communicating the progression of complex investigations (i.e. fatal fires, multi-agency investigations).
- 1.9 Should have experience of delivering presentations to small to medium audiences.

2 Skills

- 2.1 The candidate must be able to use Microsoft applications including Word, Excel, PowerPoint, and other I.T. systems.
- 2.2 The candidate will have basic photography skills.
- 2.3 The candidate should have a current full driving licence.
- 2.4 The candidate must be able to work with operational staff on the fireground and be able to apply appropriate risk assessment processes.
- 2.5 Must have the ability to manage own personal resilience, as the role will from time to time involve dealing with the challenging/traumatic incidents e.g. following a fire fatality.
- 2.6 The candidate must be able to manage their own workload.
- 2.7 Have ability to work alone and unsupervised, managing self and others as required.
- 2.8 Have the relevant competence to take samples in accordance with established protocols.

3 Knowledge

- 3.1 The successful candidate will have knowledge and experience of the process of completing a Tier 2 fire investigation defined as complex fire and/or explosion incidents (non-terrorist) where the origin and cause is not easily established..
- 3.2 The candidate must have knowledge of basic health and safety.
- 3.3 The candidate must have an awareness of data protection legislation and know the requirements for collection, recording storage and dissemination of information.
- 3.4 The candidate will have awareness of F.O.I.A. requests.
- 3.5 Must have knowledge of the FRS Act 2004, specifically s45-47.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

DATE: 15 July 2021



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Fire Investigation Quality Assurance and Development Officer
Employer:	London Fire Commissioner
Post Number:	430336
Grade:	FRS D
Directorate:	Directorate of Operations
Department:	Fire Safety Regulation
Location:	A28 Dowgate/BHQ
Reports to:	Team Leader (Station Commander)
Responsible for:	No line management responsibilities

How this job contributes to our vision: The post holder will be responsible for carrying out and recording the development of fire investigation(FI) trainees and other staff, and quality assuring the development of all staff, designed to enhance the teams performance, by ensuring a consistent approach to the development of the FI team in accordance with the Brigade's agreed policies, procedures and practices.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties of meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of London Fire Brigade (LFB) and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

- 1.5 Use the information and communication systems of the LFB in accordance with the Code of Practice on Computer Use.
- 1.6 Use information systems in accordance with agreed procedures and requirements of the Data Protection and Freedom of Information Acts.

2 Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the LFB Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care.
- 2.3 Provide advice and support on fire investigations to Fire Investigation Team staff and other internal/external stakeholders as required.

3 Quality Assurance

- 3.1 Assist the FI Management team to quality assure the development of the FI Team in accordance with the LFB agreed policies, procedures and practices.
- 3.2 Be flexible and able to work at various locations across London.
- 3.3 Undertake Quality Assurance audits of development plans, fire investigations and outputs such as reports, to ensure the correct standard is being applied consistently across the FI Team and that any technical standards are being adhered to.
- 3.4 Produce a summary of findings and recommendations for approval of the FI Management team with priority given to risk critical areas. This will include identifying Learning and Development needs for Fire Investigators, Cold Scene Examiners and other FI staff as appropriate.
- 3.5 As required, produce periodical analysis of trends, highlighting risks and remedial actions required by the FI team.
- 3.6 Manage and prioritise workload ensuring deadlines and targets are met.

4 Service Management

- 4.1 Liaise with FI Management on a regular basis to agree work schedules and performance targets
- 4.2 Accurately record all work activities in the required format. Keep records up to date.
- 4.3 Maintain proper administrative procedures and records in accordance with Brigade policy.
- 4.4 Carry out work in accordance with agreed procedures and LFB policy with due recognition to the LFB's customer care and quality assurance standards, and to identify any improvements to these standards.

5 Training

- 5.1 Attend appropriate internal and external seminars and training courses as directed by the FI Management team. In order to maintain Continual Professional Development and competency.

6 General

- 6.1 With regard to the duties set out in sections 3 and 4 above, prepare concise and accurate reports as instructed by FI Management team. Maintain confidentiality associated with the duties of the post and in accordance with the LFB's statutory obligations, standing orders etc.
- 6.2 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given; report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 6.3 Carry out organisational security measures and report any security risk or breaches.

Note1 :In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the LFB; such duties to be commensurate with the responsibilities and grading of the post.

Note2 :Candidates should be aware that the post of a Development and Quality Assurance Officer involves a degree of physical activity in terms of walking around premises, climbing stairs/ladders and carrying equipment. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note3 :There may be a requirement to carry out some role specific activities outside normal working hours.

Date: 26 March 2020

Selection Criteria For : Fire Investigation Quality Assurance and Development Officer **Grade:** FRS D

1 Experience

- 1.1 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.2 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.3 Practical experience of reading and interpreting drawings of a technical nature.
- 1.4 Experience of fire investigations, completing both simple and complex investigations and understanding of risk.
- 1.5 Good understanding of Code of Practice Code of Practice for Investigators of Fires and Explosions for the Criminal Justice Systems in the UK and the Fire Investigation National Occupational Standards.

2 Skills

- 2.1 An analytical approach to the work including the ability to quickly assimilate new trends and potential issues in terms of consistency within the Fire Investigation Team.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations including professional officers involved in fire investigation, ensuring that a high standard of customer care is maintained at all times.
- 2.3 Proven organisational skills in order to determine work priorities and to ensure deadlines are met.
- 2.4 Numerical skills in order to maintain statistical records and carry out calculations that are necessary during an investigation.
- 2.5 Ability to remain calm in both difficult and sensitive situations.
- 2.6 Hold a current full UK driving license.

3 Knowledge

- 3.1 Knowledge of the reasons for having an Equality Policy and why it is observed in all areas of work and behaviour. An understanding of one's individual responsibilities with regard to the policy.
- 3.2 Skills for Justice Level 5 or equivalent.
- 3.3 Detailed knowledge and experience of fire investigation procedures, legislation and associated technical guides, codes of practice etc.

- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 26 March 2020.



LONDON FIRE BRIGADE

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Job Description

Job Title:	Primary Authority Business Group (PABG) and Transport Liaison Group (TLG) Manager
Employer:	London Fire Commissioner
Post No:	430230
Grade:	FRS F
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street, London, SE1
Reports to:	Deputy Assistant Commissioner (Central Teams)
Staff directly responsible for:	PABG TL (Grade E), TLG Managers (Stn Cmdr/FRS D)

How This Job Contributes To Our Vision:

The role will develop and assure excellence in the carrying out of the Brigade's statutory duty to comply with the Regulatory Reform (Fire Safety) order 2005 and the Fire Precautions (Sub-surface Railway Stations (England) Regulations 2009. This will also see the application of the Enterprise Act 2016 (as amended) as applied to the Primary Authority Partnerships set up under the Act in respect of Fire Safety Legislation. The role will also ensure the Brigade remains aware of developments within the areas of transportation network in London. Supporting and developing key policies for transport and infrastructure projects.

MAIN DUTIES AND RESPONSIBILITIES

- 1.1 To lead a team of staff working in partnership with external businesses and organisations to reach and maintain the appropriate safety standards as required by the Regulatory Reform (Fire Safety) Order 2005 and the Fire Precautions (Sub-surface Railway Stations) (England) Regulations 2009.
- 1.2 To formulate and develop relevant policies and procedures for the management of Primary Authority Partnerships in accordance with the Enterprise Act 2016 (as amended) and guidance provided by Department for Business for Energy & Industrial Strategy.

- 1.3 Formulate and develop relevant policies/strategies and procedures for the management of the Fire Services Act 2004 in relation to operational policies supporting the transport network within London.
- 1.4 Keep up to date with information necessary for work activities, maintaining an excellent knowledge of fire safety based legislation and provide internal guidance on technical and legal fire safety matters as required on transport, in line with Brigade and Mayoral objectives .
- 1.5 To develop strategies and partnerships at practitioner and strategic levels in order to meet with the requirements of Community Risk Management Plan, as well as the Mayor's Plan with regards to Environmental, Housing and Transport polices. To ensure that all strategies and partnerships are subject to appropriate levels of governance and that relevant points and learning are disseminated across the organisation.
- 1.6 To identify and develop administrative systems/databases to record information and support the work of the Group in delivering their statutory function.
- 1.7 Represent the Department and liaise, as appropriate, with internal departments and external bodies on Fire Safety Legislation with its impact on the transport networks within London. Preparing and delivering presentations, as required, to a variety of audiences both internally and externally.
- 1.8 Prepare and deliver written and oral briefings and advice on Fire Safety Legislation and impact on the transport network issues for Brigade Senior Management and others as required.
- 1.9 Monitor and review alternate fuels which may appear within the transport network in London, liaising with stakeholders and briefing DAC Central Teams as required.
- 1.10 Identify potential risk elements relating to alternate fuels (e.g. lithium ion batteries, Liquefied Natural Gas) that may require assessment for inclusion on departmental or organisational risk registers, and or inform other Brigade departments as necessary.
- 1.11 Support the Brigades Fire Risk Assessment process under the Regulatory Reform (Fire Safety) Order 2005 and liaise with TSS regarding actions identified as a result of the process. Provide guidance and direction for fire safety advice on any internal building projects to ensure compliance with relevant legislation.

2. Staff Management and Effective Working Relationships

- 2.1 Manage the performance and development of subordinate staff to meet required service levels and quality standards.
- 2.2 Identify individual and team development and skills training needs and ensure that these are met.
- 2.3 Establish and maintain positive working relationships both within the Brigade and with external groups and organisations and the general public.

- 2.4 Carry out the duties of the post in accordance with the Brigade's policies, including in particular the Brigade's equalities policy, health and safety policies and the Acceptable Use policy.

3. General

- 3.1 Maintain at all times an awareness of proposals for legislative change and other initiatives (e.g. changes to fire safety legislation or enforcement policy or guidance) on the part of central government that may have an influence on fire safety transport regulation enforcement policy and procedures.
- 3.2 Maintain confidentiality and security of sensitive information/data and carry out the duties of the post in accordance with the legal requirements of the Data Protection and Freedom of Information Acts.
- 3.3 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 3.4 Consider the environmental impact when carrying out the duties of the post.
- 3.5 Obtain and hold current membership of the Association for Petroleum and Explosives Administration

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The postholder will be required to undertake site visits and attend meetings both within the Greater London area and beyond in order to discharge his/her responsibilities. Travelling expenses/mileage allowance will be reimbursed in accordance with the Brigade's provisions.

Date: 18 February 2022

Selection Criteria for: Primary Authority Business Group and Transport Liaison Group
Manager Grade: FRS F

1. Qualifications and Experience

- 1.1 Experience of managing and developing primary authority partnerships including working with businesses and regulators.
- 1.2 Minimum of Level 4 fire safety diploma
- 1.3 Experience of enforcement and investigative activity and procedures including development and application of enforcement policies, procedures and guidance relating to fire safety transportation systems. Experience of close working with legal professionals and national guidance and standards committees or demonstrate the ability to carry out this role.
- 1.4 Experience of providing advice and support to principal managers and/or elected Members in a large and complex organisation, or demonstrate the ability to carry out this role.
- 1.5 Experience of staff management, and the motivation, training and development of teams and of individual staff, or demonstrate the ability to carry out this role.
- 1.6 Experience of using a range of software applications and packages together with good keyboard skills and an awareness of the ways IT applications can be developed in the context of the work of the Directorate.

2. Skills

- 2.1 Well developed interpersonal skills, in order to establish and maintain effective relationships with managers at all levels from a range of functions.
- 2.2 Well developed oral and written communication skills in order to conduct presentations, liaise with and advise staff at all levels, to summarise management and technical information for non technical recipients, and to draft complex reports to aid others in decision making.
- 2.3 High level analytical, research and planning skills in order to formulate and implement policies and initiatives, co-ordinate resources, set priorities and ensure appropriate staff are utilised towards achieving corporate goals.
- 2.4 Good organisational skills with the ability to determine priorities in the context of competing demands.

3. Knowledge

- 3.1 Knowledge of the intent and requirements of the Regulatory Reform (Fire Safety) Order 2005, the Fire Precautions (Sub-surface Railway Stations) (England) Regulations 2009, the Enterprise Act 2008 (as amended) and the Fire Services Act 2004 and their interaction with other legislative safety regimes.
- 3.2 A working knowledge of Police and Criminal Evidence Act requirements as they relate to the Fire Safety Legislation enforcement function and of the Criminal Justice procedure as it relates to offences under Petroleum Legislation.

- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 18 February 2022

FRS E/FRS F

LFB BEHAVIOURS

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:

B1 Self-aware

Can honestly self-assess, manage their emotions, and understand their impact on others.

Summary:

- Promotes self-reflection and acceptance of constructive feedback in order to improve.
- Aware of own emotions and how to manage these.
- Asks for support or advice when needed and promotes the value of this to others.

B2 Selfless

Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.

Summary:

- Understands the importance of working with others with diverse beliefs, cultures and traditions.
- Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.
- Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.

B3 Empathy

Recognises the emotions of others and shows understanding for these.

Summary:

- Prioritises being trustworthy, leading with consistency, patience and reliability.
- Demonstrates and promotes an honest and unbiased approach.
- Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.

TOGETHERNESS:

B4 Inclusive

Includes others and welcomes everyone.

Summary:

- Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.
- Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.

- Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.

B5 Teamwork

Works with others to achieve results.

Summary:

- Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes.
- Role-models active listening and encourages two-way dialogue to facilitate individual



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Fire Safety Business Support Officer
Employer:	London Fire Commissioner
Post Number:	320353
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Location:	Peripatetic Role with base at LFB Union Street
Reports to:	Fire Safety Team Leader (Station Manager/FRS E)
Responsible for:	No line management responsibilities

How this job contributes to our vision:

The role of the Business Support Officer is, under the Primary Authority scheme, helping to ensure appropriate fire safety standards are being met at a strategic level and provide a valuable role in leading and shaping the regulation of businesses that partner with LFB.

This is achieved through the work of inspection plans, providing Primary Authority Advice & Managing Notifications of enforcement through the Primary Authority Register. This will enable LFB to deliver benefits for the regulatory system as a whole, for the businesses we partner with, and for those that the regulations are designed to protect - consumers, workers and the environment.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload, including all Outlook entries, to ensure all tasks are completed promptly. Report anticipated difficulties in meeting deadlines to team leader. Plan and organize own travel arrangements which can be anywhere in UK.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.6 Use all information systems in accordance with the Data Protection Act.

2. Fire Safety

- 2.1 Contribute to the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO), seeking guidance when necessary. Working with national organisations, providing primary authority advice and guidance which is assured through a statutory mechanism established by the Regulatory Enforcement and Sanctions Act 2008 ('RES Act')
- 2.2 Carry out sufficient numbers of sample audits of premises with partner companies to assess their risks and the adequacy of their fire precautionary arrangements.
- 2.3 Discuss with each partner organization, working closely with the nominated person, and or other senior management to agree the steps necessary to achieve compliance with the legislation. This would include the review and comment of an organisations fire safety policies, fire safety arrangements, organisational/procedural guidance and any other relevant documentation.
- 2.4 Consult with LFB fire safety teams, CFS, Fire safety Policy, LFB Boroughs, and various managers within LFB, and also other FRS enforcing authorities within England and in respect of fire safety provisions within premises. (e.g.: if on site visits find conditions at a premises so poor that you would serve a notice. The local FRS should be informed and you should withdraw from the premises.)
- 2.5 Where necessary, provide training and presentations to FSR teams, attend and/or Chair meetings, attend visits and seminars. Work as part of a specialist group and/or lead on project work as required. Review formal and informal notices. Draft, review and update LFB Policies, FSIGN's and guidance notices where necessary.
- 2.6 BSG Officers will need to support the Business Engagement Officer and Fire Safety Advisors. Assist in the development of guidance, policies and processes promoting fire safety with businesses across London. Able to engage with audiences, supporting regular seminars and co-ordinating key business contacts. Engage with Local Authorities in promoting fire safety with Micro, Small and Medium Businesses. (MSMBs).

3 Administration

- 3.2 Accurately record all work activities in whatever format is required keeping records up to date.
- 3.3 Produce written reports, briefs, emails and correspondence as required and in a timely manner.

- 3.4 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 3.5 Handle information in accordance with agreed procedures and the requirements of the Data Protection and Freedom of Information Acts,

4 General

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 4.2 Carry out the duties of the post with regard to the Brigade's Equalities Strategy.
- 4.3 Carry out organisational security measures and report any security risk or breaches.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: Candidates should be aware that the post of inspecting officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders and carrying files. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3: Due to the requirements of the Brigade clients, this role is likely to require staff to travel outside of the London area and may necessitate overnight stays.

Date: 09 January 2019

Selection Criteria For : Fires Safety Business Support Officer Grade: FRS D

1. Experience

- 1.1 Experience of applying the provisions of technical codes and standards.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/persuade outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numerical skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 A working knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 A requirement to attend a structured programme of externally verified training arranged by the Brigade, leading initially to a Level 3 Certificate in Fire Safety (Fire Auditors) followed by the Level 4 Certificate.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 09 January 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London

Job Description

Job Title:	Fire Safety Inspecting Officer
Employer:	London Fire Commissioner
Post No:	430016
Grade:	FRS D (Part of FRS C/D run-through grade)
Directorate:	Operations
Department:	Fire Safety Regulation
Location:	Brigade Headquarters, Union Street, London SE1
Reports to:	Fire Safety Team Leader (Station Manager/FRS E)
Responsible for:	No line management responsibilities

How this role contributes to our vision:

The role contributes to the Brigade's principal aim of making London a safer city by helping to ensure that buildings reach and maintain the appropriate fire safety standards as required by current fire safety legislation. This is achieved primarily through the inspection and audit of premises falling within the scope of the Regulatory Reform (Fire Safety) Order 2005 and through liaison with other enforcing authorities.

MAIN DUTIES & RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.

1.6 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.

2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Fire Safety

3.1 Take responsibility for the discharge of the Brigade's fire safety enforcement duties, primarily in respect of the Regulatory Reform (Fire Safety) Order 2005 (RRO) and **The Fire Precautions (Sub-surface Railway Stations) Regulations 2009** within designated workload.

3.2 Carry out fire safety inspections/re-inspections and audits of premises to assess their risks and the adequacy of their fire precautionary arrangements.

3.3 Discuss with and provide advice to responsible persons of premises on the above **legislation** and agree the steps necessary to achieve compliance with the legislation.

3.4 Consult with other enforcing authorities in respect of fire safety provisions within premises.

4. Administration

4.1 Accurately record all work activities in whatever format is required. Keep records up to date.

4.2 Produce written reports, briefs, emails and correspondence as required and in a timely manner.

4.3 Use the information and communication systems of the Brigade in accordance with the Code of Practice on computer Use.

4.4 Handle information in accordance with agreed procedures and requirements of the Data Protection and Freedom of Information Acts.

5. General

5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

5.2 Carry out the duties of the post with regard to the Brigade's Equalities Policy.

5.3 Carry out organisational security measures and report any security risk or breaches.

6. Equalities and Health and Safety

6.1 Carry out the duties of the post with regard to the Brigade's **Togetherness Strategy** and Equalities Policy.

6.2 Carry out organisational security measures and report any security risk or breaches.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: Candidates should be aware that the post of inspecting officer involves a degree of physical activity in terms of walking around buildings, climbing stairs/ladders. To this end, a measure of physical fitness will be required which will be assessed by means of a medical questionnaire which all successful candidates will be required to complete. If you have any conditions which might affect your ability to fully carry out the duties of this post, you should declare them on the medical questionnaire referred to above.

Note 3 A proven ability to inspect and make statutory comment on complex premises with minimal supervision is required at this level.

Note 4: There may be a requirement to carry out some inspections outside normal working hours.

Date: 22 October 2020

Selection Criteria For: Fire Safety Inspecting Officer **Grade:** FRS D (of FRS C/D run through grade)

1. Experience

- 1.1 Experience of risk management in order to demonstrate competence in the application of risk-based fire safety legislation.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Effective oral communication and interpersonal skills in order to communicate effectively with Brigade personnel and members of the public and to negotiate with/persuade outside professionals.
- 2.2 Effective written communication skills in order to prepare written reports/letters in plain English as well as documents of a legal/technical nature.
- 2.3 Numeracy skills in order to maintain statistical records and carry out calculations that are necessary to assess cases, e.g. staircase widths, average floor areas of buildings, travel distances etc.
- 2.4 Analytical, research and planning skills in order to assess the effectiveness of fire safety solutions in a variety of premises.

3. Knowledge

- 3.1 Knowledge of the broad aims and provisions of risk based fire safety legislation and of the principles of risk management.
- 3.2 A requirement to attend a structured programme of externally verified training arranged by the Brigade, leading initially to a Level 3 Certificate in Fire Safety (Fire Auditors) followed by the Level 4 Certificate.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.5 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 22 October 2020



LONDON FIRE BRIGADE

Our vision We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Primary Authority Business Group Administrative Officer
Employer:	London Fire Commissioner
Post No:	430238
Grade:	FRS C
Hours	Full time
Directorate:	Deputy Commissioner's
Department:	Fire Safety Regulation
Section:	Primary Authority Business Group
Location:	Brigade Headquarters, 169 Union Street, London SE1
Reports to:	Team Leader (Primary Authority BusinessGroup) (Grade FRS E)

How this job contributes to our vision:

To provide an efficient administrative service to support the London Fire Commissioner's responsibilities as part of the Primary Authority Partnership Scheme and all other aspects of the Business Support Group functions.

MAIN DUTIES AND RESPONSIBILITIES

1. **Performance and self-development**
 - 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
 - 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
 - 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
 - 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

- 1.5 Use the information and communication systems of the Authority in accordance with the IT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

- 2. Effective working relationships**
- 2.1 Establish and maintain professional and effective working relationships with Authority staff and external partners. Ensure that the principles and practice of the Authority's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external partners and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy and Togetherness Strategy.

- 3. Administrative Functions**
- 3.1 Take lead responsibility for the administrative aspects of the Authority's responsibilities as part of the Primary Authority Partnership Scheme and all other aspects of the Primary Authority Business Group functions.
- 3.2 Prepare documentation and/or correspondence in support of the above function (including liaising with the LFB's legal department, Primary Authority Business Group Officers and external partners), and in connection with related policy issues. To include preparing and processing contracts for new Primary Authority Partners and updates to existing contracts.
- 3.3 Support meetings and working groups by producing agendas, minutes and all relevant paperwork for the Heritage, Healthcare, Sprinklers, Petroleum and Alternative Fuels Group, the Primary Authority Business Group, Central Teams Group Heads meetings and other adhoc meetings.
- 3.4 Supply information from manual and computerised systems on request in the required format. Ensure equipment and data are safeguarded against damage and breaches of confidentiality.
- 3.4 Maintain, manage and assist in the development of computerised and paper based administration and information systems. Maintain the reporting systems for Primary Authority Partnerships and all other aspects of the Primary Authority Business Group function.
- 3.5 Assist with research/special project work as directed by line manager preparing reports and briefing papers and carrying out research in liaison with other departments and outside agencies.
- 3.6 Prepare invoices and assist in the chasing of non-payment of invoices in accordance with the Primary Authority scheme and Brigade procedures. Maintain and provide monthly finance reports regarding income from PAPS.
- 3.7 Quality assurance and vetting of Primary Authority Business Groupwork completed by FSR B Fire Safety Regulation administrative officer
- 3.8 To cover the ordering, booking and receipting of required items using the Brigade's Purchase Order Management System (POMS), Corporate Travel Management and Lightning System, when the Administrative Support is not available

4. **General**

- 4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 4.2 Carry out the duties of the post with regard to the Brigade's Equalities Policy and in line with the Togetherness Strategy.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 1 October 2020

1. Experience

- 1.1 Experience of organising, planning and prioritising own work and meeting deadlines and targets while working flexibly within a team.
- 1.2 Experience of developing, maintaining and reviewing manual and computerised administrative processes.
- 1.3.1 Experience of using a range of information technology applications together with good keyboard skills and an understanding of how IT systems can be utilised efficiently in an office environment.

2. Skills

- 2.1 Good interpersonal skills in order to develop and maintain effective working relationships both internally and externally, ensuring high standards of customer care
- 2.2 Good oral and written communication skills in order to liaise effectively with staff and external partners at all levels and write documents, especially reports, letters, agenda and minutes which are clear and easy to understand.
- 2.3 Good analytical skills in order to undertake research, analyse data and provide a concise summary of findings.

3. Knowledge

- 3.1 An understanding of partnership working and how this can support the work of the department and so contribute to the Brigade's vision.
- 3.2 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a member of a team.
- 3.3 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a member of a team;
- 3.4 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are shortlisted, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 1 October 2020



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title: Administrative Assistant Primary Authority Business Group and Petroleum & Alternative Fuels Group

Employer: London Fire Commissioner

Post No: 430324

Grade: FRS B

Directorate: Deputy Commissioner's

Department: Fire Safety Regulation

Section: Primary Authority Business Group

Location: Brigade Headquarters, 169 Union Street SE1

Responsible to: PABG Team Leader (FRS E)

Staff Directly Responsible for: None

How this job contributes to our vision:

To provide a range of administrative duties. To ensure systems both manual and computerised are maintained and to deal with staff at all levels courteously and efficiently.

Main duties and responsibilities

1. Administrative Support

- 1.1 To provide administrative support as required.
- 1.2 To plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines to the appropriate person.
- 1.3 To undertake basic research on a range of issues, as directed, and to provide summaries of findings to managers.

- 1.4 To answer the telephone politely and efficiently and help callers with their requirements ensuring high levels of customer care.
- 1.5 To receive and assist visitors, both internal and external, identifying their requirements and helping them to achieve the purpose of their visit.
- 1.6 To answer letters, e-mails and other communications promptly and efficiently, passing on information as necessary.
- 1.7 To produce standard correspondence on a range of issues and ensure the accuracy of the information to individuals prior to dispatch.
- 1.8 To organise and clerk meetings, prepare agendas and minutes for distribution and attend meetings as required, taking accurate notes and undertaking any follow up action as required.
- 1.9 To assist in administration of the Brigade's Absence control system.
- 1.10 To be responsible for the ordering, booking and receipt of required items using the Brigade's Purchase Order Management System (POMS), Corporate Travel Management and Lightning System.

2. Management Information and Systems

- 2.1 To use, review, and assist in the development of office systems both manual and computerised, and suggest any necessary improvements.
- 2.2 To maintain records and make these available as necessary, either on a regular basis or in response to special requests.
- 2.3 To produce business documents as required using the Brigade's standard software. Write routine correspondence and brief reports appropriate to the work undertaken.
- 2.4 To produce paperwork for meetings, writing agendas and notes of proceedings as directed.
- 2.5 To ensure that data is managed in accordance with the Authority policy and that confidentiality is maintained in all matters, in particular with regards to the Data Protection Act.
- 2.8 To use computers in accordance with the Brigade's policy on Use of Computers.

3. To create and maintain effective working relationships

- 3.1 To establish and maintain considerate and polite working relationships with other members of staff.
- 3.2 To take accurate messages for other members of staff and pass them on quickly and efficiently. Also pass on any other essential information to colleagues in the same way.

4. Staff and Self Management

- 4.1 To supervise and delegate work to support staff ensuring they are trained and

developed as appropriate.

- 4.2 Identify and agree personal development needs, identifying opportunities and discussing them with managers. Monitor own performance against agreed indicators and objectives.
- 4.3 To support the training and professional development of staff.
- 4.4 Manage self performance and own development to meet required service levels and quality standards with due regard to Brigade policies.

5. Equalities and Health and Safety

- 5.1 Organise own work area to minimise risk to self and others, report hazards to appropriate persons, operate equipment following agreed procedures, report accidents and emergencies in accordance with established procedures.
- 5.2 Undertake display screen equipment duties in accordance with Brigade policy and regulations governing their use.
- 5.3 Ensure that you perform your work and manage and development staff according to the Brigade's Equality at Work and Health and Safety policies and Codes of Practice.

Note: In addition to the duties set out above you may from time to time be required to undertake extra duties necessary to meet the demands of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Date: 1 October 2020

Selection criteria for: Administrative Assistant Primary Authority Business Group and Petroleum & Alternative Fuels Group

Grade: FRS B

1. Experience

- 1.1 Experience of working flexibly as part of a team.
- 1.2 Experience of using a range of IT applications and office systems both manual and computerised.
- 1.3 Experience of organising, planning and prioritising work and ensuring that deadlines are met.

2. Skills

- 2.1 The ability to communicate clearly, appropriately and accurately in writing, by telephone and in person.
- 2.2 The ability to liaise effectively and appropriately with staff at all levels and to ensure good customer care practice.
- 2.3 Numerical skills sufficient to perform simple calculations in order to monitor budgets, process expenses and other claims and invoices and maintain inventories.

3. Knowledge

- 3.1 An awareness of the ways in which support staff can be supervised and developed effectively.
- 3.2 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in an office environment.
- 3.3 Knowledge of the reasons for having an equalities policy, why it needs to be observed in all areas of work, and a good understanding of appropriate behaviour to support this policy.
- 3.4 An awareness of good health and safety practice in the workplace.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 1 October 2020



LONDON FIRE BRIGADE

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Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Strategic Technical Advisor
Employer:	London Fire Commissioner
Post Number:	430176
Grade:	FRS G
Directorate:	Operations
Department:	Fire Safety
Section:	FSR Policy Group
Location:	Brigade Headquarters, 169 Union Street SE1
Reports To:	Assistant Commissioner (Fire Safety)
Staff Directly Responsible for:	Performance Manager (Grade: FRS F)

How this role contributes to our vision:

The post holder will play a significant role in the day to day support of the Fire Safety (FS) Management Team by providing fire safety technical and managerial support. The post holder will act as a liaison to the FS management team between policy, delivery, specialist teams and service improvement branches within FS. The post holder will provide fire safety technical advice to the Commissioner and Directors when required. The post holder will provide technical FS advice and support to national, regional and pan London bodies and government departments support to inform and influence the advancement of Fire Safety and consistent understanding and application of the Regulatory Reform (Fire Safety) Order 2005.

Main duties and responsibilities

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.3 Use the information and communication systems of the Brigade in accordance with the ICT Acceptable

Use policy.

- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Administer and support the ensured compliance in regard to fire safety legislation for all LFB premises.
- 1.6 Use all information systems in accordance with the Data Protection Act.
- 1.7 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.8 Where appropriate deputise for the Assistant Commissioner/ Deputy Assistant Commissioner as and when required.
- 1.9 To act as liaison for FS management team and policy and delivery heads.

2. Communication

- 2.1 To prepare and deliver comprehensive briefs, consultation responses, presentations, reports, expert witness statements, answers to Brigade questions and correspondence with external organisations, on a range of FSR policy issues and initiatives for a variety of audiences (including Brigade Senior Management, elected members and others, as required).
- 2.2 Represent the department, Brigade and at times the UK Fire Service and liaise with internal departments and external bodies on technical fire safety, enforcement and policy matters on a pan-London and national basis, as appropriate.
- 2.3 To work independently, autonomously and be accountable for the presentation and championing of LFB positions on technical FS matters, negotiating and agreeing outcomes with partners and other appropriate bodies.
- 2.4 To positively communicate and support managerial decisions.
- 2.5 To positively communicate and support the implementation of Brigade Policies, procedures and management guidance.
- 2.6 To develop new policies and practices, ensuring full consultation with interested parties including, as appropriate, staff side representatives.

3. Staff Management

- 3.1 Provide line management to the FS management support function, which includes the principle management support, personnel management, budgetary management and administration functions.
- 3.2 Lead, manage and motivate support staff to maximise their contribution to the Brigade's work and to ensure the provision of quality services.
- 3.3 Identify and agree staff development needs in accordance with current policies, identifying opportunities and discussing them with individuals. Monitor performance against agreed indicators and objectives

4. Research and Development

- 4.1 Undertake research into policy matters and prepare (or provide assistance to senior managers) reports, briefing documents and replies to correspondence which will be primarily of a technical or legal nature.

- 4.2 Ensure that the relevant regulatory fire safety policies and procedures are prepared, updated as necessary to take account of changes to fire safety legislation and published.
- 4.3 Be aware of, and advise others on, the content and interpretation of fire safety legislation, British Standards, Codes of Practice, etc.
- 4.4 Assist brigade senior managers in the preparation and delivery of training materials relating to new or revised technical standards, policies and procedures for delivery by the relevant department.
- 4.5 Provide advice and support on the technical aspects of policies, procedures and guidance documents both internally and to external organisations and members of the public.
- 4.6 To act as liaison to external bodies including government departments.
- 4.7 Provide advice on quality assurance and performance of the department.
- 4.8 Maintain an up to date awareness of Brigade policy and Government legislation/initiatives relevant to the nature of the work.

5. Stakeholder engagement

- 5.1 Represent the department, Brigade and where required fire services nationally and liaise with internal departments and external bodies on fire safety matters, on a pan-London and national basis, as appropriate.
- 5.2 To be the Brigade's expert at internal and external meetings, as required.
- 5.3 To take corporate responsibility for ensuring a proactive approach to representing the Brigade in a positive light, in due accordance with Brigade procedures, protocols, values and aims.
- 5.4 Ensures effective communication with all stake holders as appropriate.
- 5.5 Ensures successful outcomes through working with stakeholders including colleagues within and outside the FS Department
- 5.6 Ensure that services meet Brigade policy objectives

6. Support and lead the role in administering technical fire safety to all London Fire Brigade premises.

- 6.1 To provide technical support to the internal departments to ensure LFB complies with its duties under any fire safety legislation.
- 6.2 Lead and deliver cross departmental projects as necessary to further the aims of promoting regulatory fire safety and the wider prevention and protection agendas.

7. Equalities and Health & Safety Policies

- 7.1 Undertake the duties of the post with regard to the Brigade's Togetherness Strategy and Equalities Policy.
- 7.2 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 7.3 Carry out organisational security measures and report any security risk or breaches.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 16 June 2021

1. Experience

- 1.1 Extensive experience of undertaking research, analysing information and providing concise written summaries of findings.
- 1.2 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post;
- 1.3 Experience of staff management, including development, training and motivation.
- 1.4 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.5 Experience of managing the provision of support to senior managers and contributing to projects.
- 1.6 Extensive experience of applying technical codes and standards in an enforcement environment with a detailed knowledge of the Regulatory Reform (Fire safety) Order 2005.
- 1.7 Extensive experience of development and application of enforcement policies, procedures and guidance relating to Fire Safety Legislation on a national level.

2. Skills

- 2.1 Well-developed interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care..
- 2.2 Good presentation skills and well-developed communication skills in order to liaise with and advise staff at all levels and to summarise management and technical information for non-technical recipients, and to draft complex reports to aid others in decision making.
- 2.3 The ability to draft organisational policy documents in plain easily understood language.

3. Knowledge

- 3.1 Extensive knowledge and application of fire safety legislation and codes and standards that support it.
- 3.2 Detailed knowledge of applying fire risk assessment methodologies in a range of different premises.
- 3.3 Knowledge of the reasons for having an equality policy and why it is observed in all areas of work and behavior. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.4 Knowledge of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.5 Understanding of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted

selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed

Date: 16 June 2021



LONDON FIRE BRIGADE

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Our purpose – Trusted to serve and protect London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	Performance and Support Manager
Employer:	London Fire Commissioner
Post no:	430258
Grade:	FRS F
Directorate:	Operations
Department:	Prevention and Protection (Fire Safety)
Section:	Management Support
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	Strategic Technical Advisor (FRS G)
Staff directly responsible for:	Performance and Finance Monitoring Officer (Grade: FRS E) X2

How this job contributes to Our Vision:

The postholder will be responsible for the development and maintenance of the departmental performance management framework, incorporating the effective use of planning, performance indicators; access to timely management information which are essential to the achievement of the LFC's vision together with efficient and effective use of public funds.

Main duties and responsibilities

1. Performance Management

- 1.1 Proactively ensure that necessary training and awareness inputs are available for managers and staff responsible for performance management including ensuring there is a proper understanding of the Directorate performance management.

- 1.2 Provide guidance and specialist support to managers and staff in order to increase performance management capacity.
- 1.3 Ensure that the 'golden thread' links the Delivery Plan/CRMP and its aims and strategic objectives, with department, borough and team plans and (where possible) personal objectives.
- 1.4 Work with colleagues in Operations Directorate and elsewhere to improve the integration of all aspects of the performance management framework and governance, creating a single regular cycle and process that is understood by its users.
- 1.5 Oversee work on the development and maintenance of the Directorate's suite of performance indicators and service measures, including the provision of support to heads of service when setting targets.
- 1.6 Work with the Strategic Technical Adviser to ensure delivery of performance management information and products that support effective performance management across the Directorate.
- 1.7 Ensure production of performance monitoring reports for , Directorate/department management boards outlining achievement against corporate, local and other key performance indicators, commitments and actions, collating inputs from key departmental managers across the Brigade.
- 1.8 Take a proactive role in the high level commentary in relation to performance for corporate level reporting – TMG.
- 1.9 Work with the Strategic Technical Adviser to manage the collation and production of trend/descriptive analyses of performance management data to prepare management information reports for the directorate/departmental boards .
- 1.10 Lead, or be actively involved in, any review of performance management arrangements across the Directorate.
- 1.11 Develop contacts within relevant external organisations and to liaise with them appropriately on performance management issues so that best practice is shared and the services offered are continually improved.

2. Document/SharePoint Manager

- 2.1 Oversee the development and maintenance of records/document management strategy and policies and promote process change linked to the use of documents within the organisation.
- 2.2 Oversee the records service for storage of inactive paper and electronic records, retention scheduling and destruction and archiving of paper and electronic records.
- 2.3 Oversee and ensure efficient Microsoft 365/SharePoint coordination for the department.

3. Staff Management

- 3.1 Lead, manage, develop and motivate a diverse team of staff to maximize their contribution to the Brigade's work and to ensure the provision of flexible, efficient and effective planning and project management services to the organization.

3.2 Manage the performance of staff, ensure any training/development needs are identified and assess the effectiveness of any training provided. Ensure that the requirements of the Brigade's Performance and Talent framework are implemented.

4. Management

- 4.1 Provide advice and guidance to senior managers (Directors and Heads of Service and others as required) on matters relevant to the role.
- 4.2 Draft reports, briefing notes and correspondence and/or briefing papers to committee and/or the Commissioner's Board, working parties, etc..
- 4.3 Communicate with and manage internal stakeholders relevant to delivery of the responsibilities of the post, including maintaining opportunities for stakeholders to input the needs and requirements to ensure systems and processes continue to meet business needs across the Brigade.
- 4.4 Undertake the role for strategic establishment co-ordination for the department, liaising with PS, EPT, Finance and recruitment to ensure that current and future establishment needs are identified and met, maintaining an overview on the budgetary constraints. Working with managers to ensure that the appropriate procedures are followed in regard to the creation, amendment and deletion of posts, supporting them to draft business cases, delegated authority and requisitions as necessary. Clarifying that staff are in the correct roles and ensuring that a consistent approach is applied across both branches of the department, Prevention and Protection
- 4.5 Oversee departmental budget and financial management, including external grant funding streams. undertaking regular liaison with necessary departments such as Finance.
- 4.6 Ensure that all new managers have an understanding of the service standard relating to financial management and its implementation via the BEAT system. Undertake department level forecasting and horizon scanning to inform P&P top managers decision with regards to budgets. Work with Finance to ensure all responsibilities are discharged in a timely and appropriate manner including but not limited to cost recovery and income generation / invoicing. Providing commentary to the AC and senior managers in regards to our budget position.
- 4.7 Represent the Head of Prevention and Protection (Fire Safety)/ or other principal managers at meetings at all levels of the Brigade as required.
- 4.8 Undertake work on sensitive and complex issues ensuring confidentiality and security of data.
- 4.9 Enhance understanding, commitment to and achievement of corporate values, standards, systems and policies.
- 4.10 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 4.11 Keep informed of Brigade policies in relation to the role and the level of responsibility. Carry out all activities in accordance with these policies, asking for training and guidance if necessary.
- 4.12 Meet obligations inherent in information access legislation (i.e. Data Protection and Freedom of Information Acts (in partnership with the Head of Business Intelligence as necessary).

- 4.13 Ensure that confidentiality and security of information is maintained at all times, and that the Brigade's protective marking scheme is implemented (as necessary).
- 4.14 Undertake the role of Freedom of Information liaison reference for the department, acting as a conduit to ensure that Information Access are provided with relevant information in a timely manner, particularly in more detailed cases where a number of individuals or teams may have had involvement

5. Equalities and Health and Safety Policies

- 5.1 Ensure that every aspect of the functions of the post directly promote the Brigade's Equalities and Health and Safety Policies.
- 5.2 Undertake display screen equipment duties in accordance with the policy and the regulations governing their use.

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the responsibilities and grading of the post.

Date: 6 December 2022

1 Experience

- 1.1 An understanding of performance management frameworks and experience of delivering performance improvements in a large organisation.
- 1.2 Experience of operating at a senior level within an organisation, including proactively influencing and negotiating with principal managers to deliver changes in accepted practices in order to improve outcomes.
- 1.3 Experience of leading, collaborating and working with others from across the organisation in order to promote, improve and drive ownership of performance management standards

2 Skills

- 2.1 Good project and time management skills with a demonstrable ability to contribute successfully to the improvement of organisational effectiveness, efficiency and quality of services together with the ability to prioritise workloads to reflect changing demands and resources.
- 2.2 Effective communication skills at all levels, including verbal discussion, report writing and adapting approach to meet the needs of a range of different people and groups together with the ability to work collaboratively to reach solutions.
- 2.3 High level of political awareness and ability to provide policy advice and support at a senior level to principal managers
- 2.4 Proven staff management skills with an emphasis on developing, involving and motivating others and ensuring the provision quality customer care and service.
- 2.5 High level of numerical and analytical skills in order to present and analyse statistical information and provide written reports and summaries of research; high level presentation skills, including the ability to convert complex data into an easily digestible format.
- 2.6 High level of IT skills and knowledge, including expertise in the use of data and of developing information systems.

3 Knowledge

- 3.1 An awareness of good health and safety practice in an office environment together with knowledge of the regulations governing the use of display screen equipment.
- 3.2 Awareness of equality and diversity issues and a commitment to promoting and ensuring relevant policies are implemented and adhered to.
- 3.3 An understanding of the importance of confidentiality and security of sensitive information/data.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 6 December 2022

Listed below are the 3 behavioural tiers appropriate to specific posts.

**Tier 1 applies to FRS B, C & D,
Tier 2 applies to FRS E & F,
Tier 3 applies to FRS G and TMG roles.**

Please delete non-applicable behaviours when the grade of a post is confirmed.

LFB BEHAVIOURS

FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Prioritises being trustworthy, leading with consistency, patience and reliability.• Demonstrates and promotes an honest and unbiased approach.• Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.• Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.• Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.

B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes. • Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement. • Promotes the value of understanding other people’s motivations and perspectives to create a strong sense of team spirit and reduce conflict.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



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Job Description

Job Title:	FSR Performance Monitoring Officer
Employer:	London Fire Commissioner
Post Number:	430007
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street, London SE1
Reports to:	FSR Performance & Support Manager (Grade: FRS F)
Staff Directly Responsible for:	Admin Management Support Officer (Grade: FRS C) High Rise Task Force Support Officer (WMA)

How this job contributes to our vision:

This post plays a pivotal role in ensuring a consistent approach to performance management is taken across the department, providing guidance and specialist support to managers and staff as necessary. The post holder will undertake the role of information gatekeeper for the department, working closely with colleagues in Information Management as our Sharepoint & FOIA lead officer.

In addition this post is also responsible for the co-ordination of our High Rise Task Force activities and NFCC liaison.

MAIN DUTIES & RESPONSIBILITIES

1. Performance Management

- 1.1 Provide a proactive point of liaison for managers within the department to ensure understanding of the directorate performance management. Actively ensure that necessary training and awareness inputs are available for all managers and staff responsible for performance management.
- 1.2 Provide guidance and specialist support to managers and staff in order to support effective use of performance management as part of a broader set of management considerations.

- 1.3 Lead on the review of existing performance management processes to ensure that obligations for performance indicators and service measures are met in the department. Provision of guidance to group heads when both setting and monitoring targets.
- 1.4 Ensure delivery of performance management information and products that support effective performance management across the department.
- 1.5 Produce regular (ad-hoc) performance monitoring reports outlining achievement against key performance indicators, commitments and actions, collating responses from relevant managers.
- 1.6 Manage the collation and production of trend/descriptive analyses of performance management data to prepare management information reports for the departmental boards .
- 1.7 Lead, or be actively involved in, any review of performance management arrangements across the department.

2. Co-ordination of High Risk Task Force activities

- 2.1 Undertake the role of liaison officer to engage with NFCC contacts, ensuring our activities are consistent with the national approach.
- 2.2 Contribute ideas and options to manage emerging building safety concerns requiring review by the High Risk Task Force. Take a lead in identifying and communicating new deliverables.
- 2.3 Co-ordinate the High Risk Task Force work to ensure it is completed in a professional and timely fashion by the Fire Safety Delivery Teams.
- 2.4 Maintain an overview of outstanding actions and ensure all relevant stakeholders are kept informed.
- 2.5 Take responsibility for the management of the HRTF database, ensuring for both its accuracy and security in line with Brigade policy.
- 2.6 Manage the work of the High Risk Support Officer, providing guidance and support as necessary. Assisting with presentations and familiarisation sessions as appropriate.

3. Document/Sharepoint Manager

- 3.1 Oversee the development and maintenance of records/document management strategy and policies and promote process change linked to the use of documents within the organisation.
- 3.2 Oversee the records service for storage of inactive paper and electronic records, retention scheduling and destruction and archiving of paper and electronic records.

4. Information Management

- 4.1 Undertake the role of Freedom of Information liaison reference for the department, acting as a conduit to ensure that Information Access are provided with relevant information in a timely manner, particularly in more detailed cases where a number of individuals or teams

may have had involvement.

- 4.2 Ensure that confidentiality and security of information is maintained at all times, and that the Brigade's protective marking scheme is implemented (as necessary).

5. Staff Management

- 5.1 Lead, manage, develop and motivate staff to maximize their contribution to the Brigade's work and to ensure the provision of flexible, efficient and effective planning and performance management services to the organization.
- 5.2 Manage the performance of staff, ensure any training/development needs are identified and assess the effectiveness of any training provided. Ensure that the requirements of the Brigade's Performance Review and Development System (PRDS) are implemented.

6 General

6. Provide advice and guidance to senior managers (Heads of Service, Group Heads) on matters relevant to the role.
- 6.2 Draft reports, briefing notes and correspondence and/or briefing papers to committee and/or the Corporate Management Board, working parties, etc.
- 6.3 Communicate with and manage internal stakeholders relevant to delivery of the responsibilities of the post, including maintaining opportunities for stakeholders to input the needs and requirements to ensure systems and processes continue to meet business needs across the Brigade.
- 6.4 Enhance understanding, commitment to and achievement of corporate values, standards, systems and policies.
- 6.6 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 6.7 Keep informed of Brigade policies in relation to the role and the level of responsibility. Carry out all activities in accordance with these policies, asking for training and guidance if necessary.

7 Equalities and Health and Safety Policies

- 7.1 Ensure that every aspect of the functions of the post directly promote the Authority's Togetherness Strategy, Equality and Health and Safety Policies.
- 7.2 Undertake display screen equipment duties in accordance with Brigade policy and the regulations governing their use.

Note: In addition to the duties set out above you may from time to time be required to undertake extra duties necessary to meet the demands of the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Date: 6 September 2021

1. Experience

- 1.1 Experience in the use of a wide range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised efficiently in an office environment.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of manipulating and interpreting statistical data and to present such information intelligibly in both graphical and written format.
- 1.4 An understanding of performance management and experience of delivering performance improvements in a large organisation.
- 1.5 Experience of leading, collaborating and working with others from across the organisation in order to promote, improve and drive ownership of performance management standards.

2. Skills

- 2.1 Excellent written and verbal communication skills in order to prepare concise and accurate reports, briefing papers and discussion documents for senior management, and to liaise effectively with staff at all levels.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.
- 2.3 High level of IT skills and knowledge, with expertise in the use of data and developing information systems.
- 2.4 High level of numerical and analytical skills in order to present and analyse statistical information and provide written reports and summaries of research; high level presentation skills, including the ability to convert complex data into an easily digestible format.

3. Knowledge

- 3.1 Knowledge, or the ability to rapidly acquire such knowledge, of fire safety procedures and legislation.
- 3.2 An understanding of the importance of confidentiality and security of sensitive information/data, particularly in relation to GDPR and FIOA.
- 3.2 An awareness of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties of the post.
- 3.3 An understanding of health and safety issues within an office environment together with an awareness of the regulations governing the use of display screen equipment.
- 3.4 An understanding of the key commitments within the London Safety Plan relevant to Fire Safety.

Note: Applicants for the above post must state clearly in their application the ways in which their skills and experience meet all of the selection criteria for this post. If you do not adequately address each and every one of the selection criteria in your application we may not be able to shortlist you.

Date: 6th September 2021



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our purpose – Trusted to serve and protect London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	Management Support Officer
Employer:	London Fire Commissioner
Post no:	998840 (NB. Protection Uplift Fund – until 31 March 2025)
Grade:	FRS D
Directorate:	Operations
Department:	Prevention and Protection
Section:	Management Support
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	Performance and Finance Monitoring Officer
Staff directly responsible for:	N/A

How this job contributes to Our Vision:

The postholder will be responsible for supporting the project focused approach implemented within Prevention and Protection; together with supporting the coordination of programme level activities and be responsible for maintaining programme related information and documents.

The post supports departmental performance monitoring and wider departmental initiatives and sits within the Management Support function.

Main duties and responsibilities

1. Programme Support

- 1.1 Assist in the development of a programme framework to ensure an overview of projects within the department.

- 1.2 Provide support to Project Managers with regards to the completion of project documents, ensuring these are kept under review and updated when necessary
- 1.3 Assist with the planning, organisation and delivery of programme/project workshops and meetings
- 1.4 Assist in the identification of programme and project stakeholders and the development of communication and engagement plans
- 1.5 Attend and support programme and project meetings including preparing and circulating report packs, taking minutes and tracking the completion of actions.
- 1.6 Support the organisational approach to Portfolio Management, lead on the coordination of submissions for the department, ensuring that deadlines are met.
- 1.7 Ensure organisational systems and processes are embedded and applied correctly within the programme and across the projects its responsible for.
- 1.8 Gather, and provide, information regarding lessons learned from projects and the programme itself, to enable ongoing improvement to service delivery.

2 Management Support

- 2.1 Provide additional resilience and support to the Strategic Technical Advisor and wider Management Support Team as directed by the Performance and Finance Monitoring Officer
- 2.2 Plan and organise your time effectively to ensure that work relating to both Programme Support and Management Support activities are actioned as appropriate
- 2.3 Work as conduit to ensure risks and financial implications from projects are accounted for in wider Management Support functions

3 Performance and Self Development

- 3.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines
- 3.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only
- 3.3 Keep informed of the Brigade's policies, particularly those relating to finance, equalities, personnel and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 3.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

3.5 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy

4 Communication

4.1 Provide high quality, timely reports and advice on progress relating to specific areas of the programme / projects

4.2 Establish and maintain effective working relationships with staff at all levels, stakeholders and with representatives of external organisations

4.3 Undertake briefings or presentations to groups, colleagues and/or managers as required

4.4 Attend or lead meetings as required in line with the responsibilities of the role

5 Equalities and Health and Safety

5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures

5.2 Undertake all duties in accordance with Brigade's policies on Equalities

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the responsibilities and grading of the post.

Date: 6 December 2022

1 Experience

- 1.1 Experience of organising, planning and prioritising work, with minimal supervision, to meet deadlines and standards.
- 1.2 Experience of using a wide range of information technology applications together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of this post.
- 1.3 Experience of developing and maintaining effective working relationships with staff and stakeholders at all levels.
- 1.4 Experience of working within a project management environment.
- 1.5 Experiencing of developing and maintaining information systems

2. Skills

- 2.1 The ability to acquire information independently, research complex matters and give concise and accurate reports.
- 2.2 Good written communication skills in order to draft reports, letters, agenda and minutes which are clear and easy to understand.
- 2.3 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, both internally and externally.
- 2.4 The ability to achieve a consistently high level of accuracy and attention to detail, having a methodical approach to following procedures, creating and maintaining accurate records.
- 2.5 Analytical and numerical skills in order to undertake research and provide concise findings, to identify solution to complex problems

3 Knowledge

- 3.1 An understanding of project management methodologies and techniques and how these are applied.
- 3.2 An understanding of equalities issues and a commitment to ensuring appropriate policies are adhered to.
- 3.3 An understanding and commitment to good health and safety practice in the workplace.
- 3.4 An awareness of the importance of maintaining confidentiality and the principles of the Data Protection and Freedom of Information Acts

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 6 December 2022

Listed below are the 3 behavioural tiers appropriate to specific posts.

Tier 1 applies to FRS B, C & D,

Tier 2 applies to FRS E & F,

Tier 3 applies to FRS G and TMG roles.

Please delete non-applicable behaviours when the grade of a post is confirmed.

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes

<p>constructive action in response to inappropriate behaviour.</p> <ul style="list-style-type: none"> • Recognises and respects other people’s skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
<p>B5 Teamwork</p>
<p><i>Works with others to achieve results.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people’s motivations and perspectives.
<p>B6 Empowers and coaches others</p>
<p><i>Gives autonomy to others and helps them grow.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
<p>ACCOUNTABILITY:</p>
<p>B7 Takes ownership and responsibility</p>
<p><i>Demonstrates personal accountability.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
<p>B8 Professional</p>
<p><i>Demonstrate high standards and the skills and ability to deliver,</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
<p>B9 Forward-looking</p>
<p><i>Demonstrates adaptability and anticipates change positively.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Title: Administrative Management Support Officer

Employer: London Fire Commissioner

Post Number: 430233

Grade: FRS C

Directorate: Operations

Department: Fire Safety

Section: Management Support

Location: Brigade Headquarters , 169 Union Street, SE1

Reports to: Management Support Officer (Grade: FRS F)

Staff Directly Responsible for: None

How This Job Contributes To Our Vision

By providing comprehensive, effective and efficient support to the Head of Fire Safety across all departmental references.

MAIN DUTIES AND RESPONSIBILITIES

1. Management of Information Systems

- 1.1 To be proactive in developing and maintaining administrative systems.
- 1.2 To develop and maintain comprehensive records and information systems in accordance with local procedures. This is to include managing a secure filing system for all expenses claimed within the department.
- 1.3 To utilise analytical and research skills to provide assistance on a wide range of documents. This is to include performance returns for senior officers top management meetings.

2. Administrative Support

- 2.1 To provide administrative support to the Head of Fire Safety and other senior managers within the department, as appropriate.
- 2.2 To manage diaries/calendars/inbox and schedule meetings/activities. To prioritise appointments and to take initiative to re-adjust appointments where necessary.

- 2.3 To act as a first point of contact for telephone callers/visitors for the Head of Fire Safety and other senior managers as appropriate.
- 2.4 To liaise with other departments and external organisations on behalf of the Head of Fire Safety including liaising with relevant departments in relation to the scheduling and organisation of meetings of the Brigade, Committee, Panels and other related bodies.
- 2.5 To obtain, photocopy, collate and despatch briefing papers/reports
- 2.6 To produce a wide range of documents, in various formats utilising a range of IT applications. To ensure accuracy and timeliness of the documents.
- 2.7 To assist in identifying and booking appropriate venues for meetings, ensuring adequate resources/equipment are available and booked; arrange sufficient and appropriate catering, travel and accommodation services ensuring that special needs are identified and accommodated.
- 2.8 To provide support at meetings, projects and working groups including the preparation of agenda and circulation of minutes and to take the minutes/notes of meetings as required.

3. Performance, Self Management and Development

- 3.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 3.2 Keep informed of the Brigade's policies and the Directorate's procedures as they relate to the role. Carry out all activities in accordance with the procedures, asking for training and guidance if necessary.
- 3.3 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 3.4 To work with minimal supervision and to have a flexible approach to work in a busy working environment.
- 3.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

4. General

- 4.1 To ensure that data is managed in accordance with the Brigade policy and that confidentiality is maintained in all matters, in particular with regard the data protection act.
- 4.2 To assist with follow up actions arising from meetings including research and providing findings to senior management
- 4.3 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.
- 4.4 To represent the Brigade in a professional manner at all times.

4.5 Establish and maintain professional and effective working relationships with Brigade staff and external organisations.

5. Monitor and maintain a healthy, safe and secure workplace

5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.

5.2 Report accidents and emergencies in accordance with established procedures.

5.3 Ensure that the principles and practice of the Brigade's equalities policies are followed when carrying out the duties of the post.

5.4 Consider environmental impact when carrying out the duties of the post.

5.5 Carry out organisational security measures. Identify and report any security risk or breaches.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 10 July 201

1. Experience

- 1.1 Experience of providing an effective and efficient administrative support to senior management.
- 1.2 Experience of organising, planning and prioritising own work, meeting deadlines and targets with minimal supervision.
- 1.3 Experience of setting up and maintaining detailed administrative processes.
- 1.4 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Effective communication and interpersonal skills in order to forge efficient working relationships, both internally and externally.
- 2.2 Good written communication skills in order to write reports, letters, agenda and minutes which are clear and easy to understand.
- 2.3 Good analytical skills in order to undertake research, analyse data and provide a concise summary of findings.
- 2.5 Ability to acquire knowledge quickly and comprehensively, particularly procedures, legislation and policy.

3. Knowledge

- 3.1 An understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.2 Awareness of one's responsibility with regard to health and safety in workplace.
- 3.3 An understanding of the need to maintain appropriate confidentiality within the policies of the Brigade and the legal requirements of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 10 July 2018



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Head of Youth Services
Post Number:	450049
Grade:	FRS F
Directorate:	Operations
Department:	Prevention and Protection
Section:	Central Teams
Location:	Brigade Headquarters, 169, Union Street, SE1
Responsible To:	DAC Central Teams
Staff Directly Responsible For:	Deputy Head of Youth Services (FRSE) x 2

How This Job Contributes To Our Vision:

Managing the Brigade's centrally run youth programmes to address community safety objectives in relation to young people and the communities they live in.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information, including statutory changes and initiatives in relation to youth engagement and the community safety aspects of the post.
- 1.3 Keep informed of Brigade decisions and policies and the Directorate's procedures as they relate to the role and the level of responsibility. Carry out all activities in accordance with the policies and procedures, seeking guidance and development where necessary.
- 1.4 Identify and agree personal development needs, in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships both within the Brigade and with external groups and organisations attending meetings as necessary.
- 2.2 Ensure that communication and interaction with all parties is carried out in a helpful, polite and timely manner, according to the principles of customer care, and the Brigade's equalities policies.
- 2.3 Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only, as required by the Data Protection Act and the Freedom of Information Act

3. Management

- 3.1 Be responsible for the management, development and motivation of the LFB Youth Services Team. Identify and agree personal development needs for direct reports in accordance with agreed policies and practices.
- 3.2 Ensure staff adhere to corporate policies e.g. Attendance Management, ICT Acceptable Use, Equalities.
- 3.3 Ensure that HR policies are applied fairly and equitably across the Youth Engagement Team, calling on assistance from the HR adviser and central Directorate team, when required.
- 3.4 Manage the scheduling, planning, resourcing and delivery of all centrally run youth activities.
- 3.5 Be responsible for the youth services budget, monitoring expenditure and providing reports to line manager as required.
- 3.6 Maintain an overview of current and potential external funding sources available for youth services purposes, maintaining records in accordance with Brigade policy and procedures; taking overall responsibility for external funding arrangements and supporting the Deputy Heads of Youth Services in engaging partner agencies where necessary.
- 3.7 Manage the London Fire Brigade Youth Board ensuring that it meet's regularly and addresses key issues relating to young people and fire risk.
- 3.8 To take on new youth initiatives as opportunities emerge including mentoring, work with external agencies and adapting current delivery mechanisms to meet new requirements.
- 3.9 Oversee the management of volunteers within individual youth schemes.

4. General

- 4.1 Be an effective member of the departmental team, deputising for managers when necessary and leading and participating in projects as directed, representing youth engagement on working groups and boards when required.
- 4.2 Contribute effectively to the Brigade's youth engagement, intervention and community safety strategies.
- 4.3 Organise work on a project basis and keep clear and accessible records of contacts and task outcomes. Provide written and oral reports as required by managers.

- 4.4 Provide information on notable practice and policy developments relating to youth services within the Fire Rescue Sector, advising colleagues and partners on issues which may impact on the Brigade's youth work as appropriate.
- 4.5 Lead on the development and delivery of youth services policy and procedural issues.
- 4.6 Quality Assure youth engagement and intervention activities to ensure expected outcomes are met and performance management reports are current and available as required.
- 4.7 Draft reports for senior management and others, as required, using Brigade templates.
- 4.8 Use the Brigade's Performance Management Framework system to plan activities, tasks and risks in support of the Community Safety Department plan.

5. Heath and Safety

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, all risks are minimised and all health and safety aspects of youth engagement work are delivered, recorded and accessible according to recognised procedures.
- 5.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report and investigate safety events in accordance with established procedures.
- 5.3 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.
- 5.3 Consider environmental impact when carrying out the duties of the post.

Note1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2: This post will require occasional out of hours working at various locations across London.

Date: 21 July 2022

1. Experience

- 1.1 Experience of managing, motivating and developing staff in a team environment to ensure they understand their role and responsibilities and that they adhere to policies and procedures.
- 1.2 Experience of working with young people and/or voluntary organisations including the ability to motivate and develop individuals through learning and training events.
- 1.3 Experience of working with external bodies to influence and work effectively with them in partnership to achieve Brigade objectives.
- 1.4 Experience of co-ordinating numerous work streams ensuring workloads are managed effectively and deadlines are met
- 1.5 Experience of the design, delivery, assessment, and evaluation of training inputs to diverse audiences.

2. Skills

- 2.1 High level interpersonal skills in order to develop and maintain effective working relationships both internally and externally, particularly with public and voluntary groups within a diverse, multi-cultural community.
- 2.2 High level analytical skills in order to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.
- 2.3 Good understanding of budget control, including managing finite budgets, forecasting expenditure, monitoring and reporting.
- 2.4 High level communication and presentation skills in order to communicate clearly with partners and staff at all levels and to promote understanding and awareness of the importance of fire safety and the role of the fire service to young people and members of the public.
- 2.5 Excellent planning and organisational skills to oversee the management and delivery of youth engagement programmes.
- 2.6 Good IT skills using standard MS Office applications and a demonstrable understanding of how they can be used to work efficiently.

3. Knowledge

- 3.1 An understanding of modern fire and rescue service role in relation to community safety and working with young people.
- 3.2 An understanding of individual and managerial responsibilities with regard to health and safety in the work place.
- 3.3 An understanding of the reasons for having an equality policy and why it is observed in work and behaviour and of the individual responsibility of the post holder.
- 3.4 An understanding of the need to maintain appropriate confidentiality in accordance with the relevant policies and the legal requirements of the Data Protection Act and the Freedom of Information Act.

Note 1: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed

Note 2: As the post involves working with children, the successful applicant will be required to undergo a Police check (CRB), which is required for appointments involving substantial access to children

Date: 21 July 2022

LFB BEHAVIOURS

FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Prioritises being trustworthy, leading with consistency, patience and reliability.• Demonstrates and promotes an honest and unbiased approach.• Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.• Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.• Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	London Safety Centre Manager)
Post number:	430294
Grade:	FRS D
Directorate:	Operations
Department:	Prevention and Protection
Section:	Service Improvement
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Deputy Policy Manager (FRS E)
Staff Directly Responsible For:	None

How This Job Contributes To Our Vision

By managing the Brigade's contribution to the Blue Light Prevention Collaboration project ('The London Safety Centre') in partnership with the Metropolitan Police Service (MPS) and the London Ambulance Service (LAS) to ensure that activities are planned and co-ordinated to meet department, Brigade and Partner organisation objectives and to support competent service delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act.
- 1.8 Co-ordinate the delivery of Brigade's contribution to London Safety Centre ambitions using a project management approach to monitor delivery, communicate with stakeholders and report on any delays to the projects

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Freedom of Information Act.
- 2.3 Work in partnership with the key partner organisations in the London Safety Centre.

3 Management and leadership

- 3.1 Manage the work of the London Safety Centre. Ensure that LFBs output is planned, measured and delivered according to the Brigade's agreed Prevention and Protection aims and objectives. Identify priorities for action against measured risk, review targets and methods following appropriate consultation and agreement.
- 3.2
- 3.2 Assess performance against planned objectives, identify development needs, plan and organise training and learning events to meet desired outcomes.
- 3.3
- 3.4 Ensure all guidelines and Brigade policies are adhered to.
- 3.5 Provide support to the Deputy Policy Manager across a range of activities, as required and commensurate with the grade of the post.

3.7 Manage the gathering and analysis of information on service delivery. Monitor key performance indicators in order to provide information on achievement and best practice to principal managers, Members and the GLA.

3.8

4. Scheme Management

4.1

4.2 Organise training for Brigade staff in the acquisition and maintenance of the skills required to help deliver priorities for the London Safety Centre. Identify and source provision of suitable training.

4.3 Monitor, evaluate and review the systems to ensure ongoing improvement of service provision and ensure that appropriate service standards are maintained and targets met.

4.4 Maintain awareness of issues affecting all partner organisations in the London Safety Centre and ensure Brigade staff are aware of current best practice.

4.5

4.5

4.6 Take responsibility for the availability of information and resources including a directory of useful contacts within relevant organisations. Ensure the safekeeping and security of supplies and stocks.

4.7 Develop and maintain office systems utilising information technology applications and accessing the Brigade's information system, in accordance with the code of practice to ensure awareness of current issues.

4.8 Quality assure London Safety Centre projects to ensure consistent, high standards of delivery.

4.19 Produce briefs, proposals and reports for managers and external agencies as required.

5. Monitor and maintain a healthy, safe and secure workplace

- 5.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintain a safe and healthy workplace and lone working in the community. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.2 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5.4
- 5.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder will be expected to undertake travelling across London and the UK as part of the role. They will also be required to work evenings and weekends.

Date: 8 March 2022

1 Experience

- 1.1 Experience of working on a multi-departmental project teams, managing projects and delivering outcomes on time and to agreed requirements.
- 1.2 Experience of working with external organisations in order to achieve Brigade objectives.
- 1.3 Experience of organising, planning and prioritising own work, working flexibly to meet deadlines and Brigade aims and objectives.
- 1.5 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.
- 1.6 Experience of monitoring and analysing team performance to improve service delivery and ensure continuous high standards of practice are maintained.

2 Skills

- 2.1 Good interpersonal skills in order to establish and maintain positive working relationships both internally and externally.
- 2.2 Effective oral communication skills in order to deliver presentations and liaise with staff at all levels and representatives of external organisations, ensuring excellent levels of customer care at all times.
- 2.3 Well developed written skills in order to write proposals, briefing/guidance notes, letters and reports.
- 2.4 Effective organisational skills in order to manage projects, ensure deadlines are met and prioritise workload according to set deadlines

3 Knowledge

- 3.1 An understanding of the principles, methods, techniques and tools for the effective management of projects from initiation through to implementation.
- 3.2 An awareness of equality and diversity and a commitment to ensuring appropriate policies are adhered to in the context of the responsibilities and duties of the post.
- 3.3

3.4

3.5 An understanding of the importance of confidentiality and security of information and awareness of relevant legislation including the Children Act, the Data Protection Act and the Freedom of Information Act.

3.6 An understanding of the individual responsibilities to ensure the equality policy is observed throughout all aspects of the Brigade's work and behaviour.

3.7 An awareness of individual responsibilities with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 8 March 2022



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title: Youth Projects and Communications Manager

Post number: 430380

Grade: FRS D

Directorate: Operational Delivery

Department: Fire Safety

Section: Central Teams (Youth Services)

Location: Brigade Headquarters, 169 Union Street, SE1

Reports to: Deputy Head of Youth Services (Grade: FRS E)

Staff Directly

Responsible For: (Jointly) Youth Services Development Officer (Grade: FRS C)

How This Job Contributes To Our Vision

Responsible for developing and innovating projects to support improvements and expansion of Youth Services delivery, linked to outcomes of the Youth Review. Act as departmental communications lead, to raise the profile and visibility of Youth Services internally and externally, to support Brigade objectives, and to maintain competent service delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with Brigade and national information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies, particularly those relating to Youth Services, equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from outside bodies and members of the public according to the principles of customer care. When dealing with Brigade staff, demonstrate the ability to resolve issues in a manner that aligns with wider Brigade aims and objectives, and local community factors, using your initiative to achieve positive resolutions.
- 2.3 Work collaboratively with the Youth Partnerships and Policy Manager to innovate and improve the future sustainability of Youth Services, whilst jointly managing the Youth Services Development Officer.

3 Management and leadership

- 3.1 Provide support to Youth Services Team Managers, and station-based staff, to identify and lead on departmental projects to improve the effectiveness of Youth Services. Advise and innovate future opportunities to expand the reach of LFB's engagement with children and young people across London.
- 3.2 Ensure all guidelines and Brigade policies in relation to Youth Services are adhered to.
- 3.3 Manage relationships with internal departments, through the Youth Projects Approval Panel, to promote the Youth Services function with the aim of ensuring a consistent approach to the implementation of all LFB delivered children and young people provision across London. Provide specialist support aligned to LFB's aims, values and culture when engaging with communities.

- 3.4 Jointly manage the Youth Services Development Officer, assessing performance against planned objectives, identify development needs, plan and organise training and learning events to meet desired outcomes.
- 3.5 Provide support to the Deputy Head of Youth Services across a range of activities, as required and commensurate with the grade of the post
- 3.6 Promote awareness of current legislation relating to Youth Services locally, and nationally, and ensure that staff are informed of developments in national and Brigade policy.

4. Project Management

- 4.1 Maintain a thorough comprehension of the role of Youth Services, and the specific deliverables of each of the specialist teams, in order identify and innovate projects to support future improvements in service delivery.
- 4.2 Assist and support Borough Commanders, station-based staff, and Area Teams to ensure a consistent, accessible and sustainable approach to any existing or newly proposed project to engage with children and /or young people.
- 4.3 Attend networking opportunities, and deliver presentations, both locally and nationally, to promote the work of Youth Services, and draw on these relationships to further the ongoing objectives of the Department and innovate future projects.
- 4.4 Liaise with Prevention and Protection Communications Lead, to promote the work of Youth Services, internally and externally, through physical and virtual (social media) platforms, to increase visibility and raise the profile of the provisions delivered to children and young people across the city.
- 4.5 Participate in the Youth Projects Approval Panel, and where appropriate, liaise with colleagues in partner organisations and relevant sections within the Brigade, to ensure there is a co-ordinated, consistent and sustainable approach to the delivery of children and young people related projects on Fire Stations, that aligns to the LFB Youth Services vision.
- 4.6 Following completion of a training-needs analysis, lead on the identification and sourcing of subject-specific training and professional qualifications for all Youth Services staff.
- 4.7 Manage departmental evaluation and quality assurance processes, ensuring that all teams align to a standardised approach to ensure that all youth schemes (including station-based) on offer meet the needs of young people across London.
- 4.8 Manage staff work performance and all related matters, including identifying training needs, welfare issues or disciplinary matters.
- 4.9 Take responsibility for the availability of information and resources including a directory of useful contacts within relevant organisations.
- 4.10 Develop and maintain office systems utilising information technology applications and accessing the Brigade's information system, in accordance with the code of practice to ensure awareness of current issues.

- 4.11 Produce briefs, proposals, project updates and reports for managers and external agencies as required.

5 Child protection and safeguarding

- 5.1 Ensure that all relevant child protection guidelines and procedures issued by the Brigade are complied with, extending to attendance at events, as well as general oversight.
- 5.2 Remain abreast of, and ensure staff are informed of changes in legislation regarding child protection and the safeguarding of children's welfare.
- 5.3 Ensure confidentiality of sensitive and personal information and security of data under the requirements of the Children Act and the Data Protection Act.
- 5.4 Share current and relevant information with other teams as well as other agencies, as required under the Children Act.

6. Monitor and maintain a healthy, safe and secure workplace

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintain a safe and healthy workplace and lone working in the community. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 6.2 Carry out organisational security measures. Identify and report any security risk or breaches.
- 6.3 Ensure compliance with the practices and procedures established to support the Brigade's lone worker policy, ensuring staff receive adequate training in personal safety.
- 6.4 Monitor staff stress levels and emotional wellbeing, providing relevant support where appropriate.
- 6.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder may be expected to undertake occasional travelling across London and the UK as part of the role. They may also be required to work occasional evenings and weekends.

Date: 18 July 2022

Selection Criteria for: Youth Projects and Communications Manager **Grade:** FRS D

1 Experience

- 1.1 Experience of working within the education, youth and/or uniformed youth organisation sectors.
- 1.2 Experience of working with external bodies, funders and/or partners in order to achieve organisational objectives.
- 1.3 Experience of organising, planning and prioritising own work and that of a team, working flexibly to meet deadlines and organisational aims and objectives.
- 1.4 Experience of staff management, development, training and motivation.
- 1.5 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.
- 1.6 Experience of formal project management, with a track record of taking multiple projects to a successful conclusion, including quality assurance and evaluation.

2 Skills

- 2.1 Excellent interpersonal skills in order to establish and maintain positive working relationships both internally and externally.
- 2.2 Effective oral communication skills in order to deliver presentations and liaise with staff at all levels and representatives of external organisations, ensuring excellent levels of customer care at all times.
- 2.3 Well developed written skills in order to write proposals, briefing/guidance notes, letters and reports.
- 2.4 Ability to develop and implement a communication strategy to ensure ongoing promotion and visibility of Youth Services, internally, pan-London and Nationally

3 Knowledge

- 3.1 A good understanding of Youth Services delivery in the public and/or private sector
- 3.2 An awareness of UK education system with specific reference to PSHE and Citizenship education provision and how this relates to the fire and rescue service.
- 3.3 An understanding of uniformed youth organisations and their role within Youth Services

- 3.4 An understanding of how the role of volunteering within Youth Services enhances the experience offered to young people.
- 3.5 Good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others.
- 3.6 An understanding of the importance of confidentiality and security of information and awareness of relevant legislation including the Children Act, the Data Protection Act and the Freedom of Information Act.
- 3.7 An understanding of the individual and managerial responsibilities to ensure equality and inclusion is observed throughout all aspects of the organisation's work and behaviour.
- 3.8 An awareness of individual and managerial responsibilities with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 18 July 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive

<i>Includes others and welcomes everyone.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery.

- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London

Job Description:

Job Title:	Education Team Deputy Manager
Employer:	London Fire Commissioner
Post No:	450169
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports To:	Education Team Manager (Grade: FRS D)
Staff Directly Responsible For:	Up to 10 Education Officers (Grade: FRS B)

How This Job Contributes to Our Vision:

By assisting with the management of the Education Team and imparting fire safety information to children of school age (including those with special educational needs)

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Togetherness Strategy, the equalities policy and the Freedom of Information Act.

3. Management

- 3.1 Ensure Education Team activities are suitably planned and organised to meet identified targets. Ensure personnel and resources are available for programmed events.
- 3.2 Carry out day to day management of Education Officers, including the monitoring, evaluation and review of delivery, ensuring service standards are maintained and desired outcomes achieved.
- 3.3 Review feedback on Education Team service delivery and take / initiate follow-up action as necessary.
- 3.4 Plan and facilitate team training, recruitment and induction of new staff.
- 3.5 Develop and maintain links within the Brigade and externally to promote the work of the Education Team.

4. Educational visits

- 4.1 To visit schools and deliver fire safety education to children, including those with special educational needs (SEN).
- 4.2 To plan and participate in other educational events outside the school environment, e.g. Junior Citizens events, holiday events, activity days and visits to other groups as directed.
- 4.3 To carry out evaluation visits to schools, maintain records and provide regular reports to management as requested

5. Administration

- 5.1 Oversee the bookings process, to ensure a high quality, consistent service.
- 5.2 Maintain attendance records in accordance with the Brigade's attendance management procedure and policy.
- 5.3 Check travelling, subsistence and telephone claims submitted by Education Officers ensuring any discrepancies are resolved.
- 5.4 To maintain records / information in connection with school visits
- 5.5 To ensure that adequate supplies of uniform and fire safety educational material are readily available for use and to maintain such resources securely and in reasonable condition to ensure quality of service.
- 5.6 Monitor the use of equipment in order to ensure appropriate routine maintenance is undertaken and arrange for necessary service, replacement or repair.

6. Support for managers

- 6.1 Attend meetings and case conferences when required, deputising for the Education Team Manager when necessary.
- 6.2 Provide progress reports and statistical information on Education Team activities periodically and upon request.
- 6.3 Take part in project work as required. Prepare reports and briefing papers and carry out research in liaison with other departments and outside agencies.

7. Monitor and maintain a healthy, safe and secure workplace

- 7.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintain a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 7.2 Report all child protection concerns in accordance with the Brigade's Child Protection Policy.
- 7.3 Carry out organisational security measures. Identify and report any security risk or breaches.
- 7.4 Ensure own and team compliance with the practices and procedures established to support the Brigade's lone worker policy.
- 7.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder will be expected to undertake regular travelling as part of the role.

Date: 17 February 2022

1. Experience

- 1.1 Experience of organising, planning and prioritising competing demands, with minimal supervision, to ensure efficient delivery of service.
- 1.2 Experience of delivering presentations to, or talking to groups of, primary school aged children.
- 1.3 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.

2. Skills

- 2.1 Effective oral and written communication skills in order to tailor and deliver presentations and to liaise with brigade staff at all levels.
- 2.2 Good interpersonal skills in order to manage and develop members of the team, to liaise with internal and external staff at all levels, to deal with children at school and to act as an advisor on the Juvenile Firesetters Intervention Scheme.
- 2.3 Sensitivity when dealing with at risk families and children with emotional and behavioural difficulties.
- 2.4 Ability to learn new training and presentation techniques, in order to tailor delivery to children with differing needs (e.g. those with SEN or sensory impairment) including firesetting behaviour.
- 2.5 Numerical skills in order to provide accurate and regular statistical performance information.
- 2.6 Analytical skills in order to undertake research, as directed, and provide written or oral summaries of findings.

3. Knowledge

- 3.1 An understanding of the common causes of fire in the home, those most at risk from fire and the methods of minimising the risk to all occupiers.
- 3.2 An awareness of equality issues and how they impact in the context of the role of this post and in delivering presentations to a young and multi-cultural audience.
- 3.3 An awareness of one's responsibility with regard to health and safety in the workplace, both individually and as a manager.
- 3.4 An understanding of the reasons for the need to maintain appropriate confidentiality and security of information / data and other sensitive material, and how this can be achieved in the working environment.
- 3.5 Good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others.

Note 1: As the post involves working with children, the successful applicant will be required to undergo an Enhanced Criminal Records Bureau Check, which is required for appointments involving substantial access to children.

Note 2: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 17 February 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

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For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

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B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary:	
<ul style="list-style-type: none"> • Is self-reflective and accepts constructive feedback. • Aware of own emotions and seeks to manage these. • Will ask for support or advice if they need it. 	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary:	
<ul style="list-style-type: none"> • Is aware and accepting of the diverse beliefs, culture and traditions of others. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Gives others the opportunity to express themselves without interrupting/judging. 	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary:	
<ul style="list-style-type: none"> • Consistent and reliable, prioritising building trust with others. • Open-minded, unbiased and honest in their approach. • Is willing to discuss their own and other's emotions. 	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	
Summary:	
<ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner. 	
B5	Teamwork
<i>Works with others to achieve results.</i>	
Summary:	
<ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives. 	
B6	Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>	
Summary:	
<ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring. 	
ACCOUNTABILITY:	
B7	Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>	
Summary:	
<ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working. 	
B8	Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Title:	Education Team Coordinator
Employer:	London Fire Commissioner
Post No:	450050
Grade:	FRS B
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports To:	Education Team Deputy Manager (Grade: FRS C)
Staff Directly Responsible For:	None

How This Job Contributes to Our Vision

By coordinating the educational visits to schools delivered by the Education Team.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and Self Development

- 1.1 Plan and organize work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines to the appropriate person
- 1.2 To maintain records and make these available as necessary, either on a regular basis or in response to special request.
- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 To organize, clerk and attend departmental meetings, prepare agendas and minutes when required and ensure follow up action is completed in a timely manner
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Respond to mailbox/ phone enquiries, and provide standard correspondence to schools and staff.

2. Schools booking procedure

- 2.1 To be responsible for all elements of the schools booking procedure
- 2.2 To liaise with schools by telephone and/or in writing to cancel visits and rearrange, as necessary.
- 2.4 Assist youth engagement staff and managers in promote youth engagement activities when engaging with partner agencies.
- 2.5 Continually review Education Officers' schedule of visits ensuring maximum available time is spent delivering fire safety education to the community.
- 2.6 To respond to any general enquiry received regarding youth engagement activities, and school visits as requested
- 2.7 To undertake basic research on a range of issues, to answer letters, emails and other communication promptly and efficiently, passing on information as necessary.

3. Effective working relationships

- 3.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 3.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Freedom of Information Act.
- 3.3 To participate in meetings and initiatives in a positive and proactive manner

4. Educational visits

- 4.1 To participate, generate and facilitate youth engagement activities and other community safety events inside and outside of the school environment.
- 4.2 To distribute appropriate fire safety resource material in support of the Brigade's youth engagement programmes.
- 4.3 To liaise with schools and staff attending events, to confirm pre-booked appointment /visits.
- 4.4 To liaise with fire stations, internal, and external agencies as directed in connection with youth events and fire safety workshops.

5. Administration and Visits Co-ordination

- 5.1 To maintain accurate records / information in connection with workload, as required.
- 5.2 To ensure that adequate supplies of fire safety educational and promotional material are readily available for use and to maintain such resources securely and in reasonable condition to ensure quality of service.
- 5.3 To access the Brigade's information systems, in accordance with the ICT Acceptable Use policy, to maintain awareness of current issues.

6. Monitor and maintain a healthy, safe and secure workplace

- 6.1 Organize own and the teams work to minimize risk. Be aware of own responsibilities in order to maintain a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimized and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 6.2 To maintain an awareness of Brigade policies and abide by any legislative requirements affecting the work of the post holder e.g.: Safeguarding Children Policy.
- 6.3 Comply with practices and procedures established to support the Brigade's lone worker policy.
- 6.4 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties stated above you may, from time to time, be required to undertake additional duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: As necessary to undertake school visits, the post holder will be required to do so by use of Public Transport or, if they prefer, their own car (travelling expenses will be reimbursed). Parking facilities cannot be guaranteed at either place of work or the school visited.

Date: 14 May 2019

Selection Criteria For: Education Team Coordinator

Grade: FRS B

1. Experience

- 1.1 Experience of organizing, planning and prioritizing work; meeting deadlines and targets while working flexibly within a team.
- 1.2 Experience of using a range of Information Technology applications (the Brigade currently uses the Microsoft suite of applications), together with good keyboard skills and an awareness of the ways in which IT applications can be utilized in the context of the duties of the post.
- 1.3 Experience of writing correspondence and short reports in plain English, using correct grammar, spelling and appropriate vocabulary.
- 1.4 Experience of undertaking multi step manual and computerized administration, data collection and manipulation in order to provide management information.
- 1.5 Experience of working in a customer service focused role, displaying the ability to achieve targets and meet deadlines.
- 1.6 Experience of working with minimal supervision.

2. Skills

- 2.1 Excellent oral communication skills in order to deliver educational workshops effectively and the ability to communicate with people in a polite and helpful manner in order to exchange information and to offer advice and assistance in person or over by phone
- 2.2 Strong written communication skills with the ability to respond clearly and concisely to emails confirming schools bookings event attendance,
- 2.3 Good interpersonal skills in order to develop a rapport with children and Brigade personnel to promote the services provided by LFB's youth engagement teams in a positive manner.
- 2.4 Good organizational skills in order to plan and prioritize own workload and that of the team.

3. Knowledge

- 3.1 An awareness of equality issues and how they impact in the context of the role of this post and in delivering presentations to a diverse audience.
- 3.2 An understanding of Child Protection issues, particularly in relation to the duties of this post.
- 3.3 An understanding of good health and safety practice to ensure the health and safety of self and others together with an awareness of the regulations that govern the use of display screen equipment.
- 3.4 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in the working environment.

Note 1: The successful applicant will be expected to take annual leave during school holidays.

Note 2: As the post involves working with children, the successful applicant will be required to undergo a Police check (enhanced DBS), which is required for appointments involving substantial access to children.

Note 3: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 14 May 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job description

Job Title: Education Officer

Employer: London Fire Commissioner

Post No: 450052

Grade: FRS B

Directorate: Operations

Department: Community Safety

Location: As allocated

Reports To: Deputy Education Team Manager (Grade: FRS C)

Staff Directly Responsible For: None

How This Post Contributes To our Vision

By imparting fire safety information to children and young people of school age.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and Self Development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.

- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use Policy (AUP)
- 1.7 Use all information systems in accordance with the Data Protection Act and with regards to the freedom of information Act.
- 1.8 To undertake ad hoc work on a range of issues as directed, and to provide summary of findings to management.
- 1.9 To answer all enquiries politely and efficiently and help Brigade staff and external organisations with their requirements, ensuring the highest level of customer care.
- 1.10 To receive and assist visitors, both internal and external, identifying their requirements and helping them to achieve the purpose of their visit.
- 1.11 To produce letters confirming appointments and update calendars to reflect visits being attended
- 1.12 To organise and clerk Team meetings, prepare agendas and minutes for distribution and undertaking any follow up action as required .

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Togetherness Strategy and equalities policies are followed when dealing with colleagues and members of the public.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Data Protection Act and Freedom of Information Act.
- 2.3 To take accurate and sufficient messages for other members of staff and pass them on quickly and efficiently.

3. Educational visits

- 3.1 To visit schools and other locations to deliver fire safety education to members of the community ensuring the messages are delivered in a manner consistent with the Brigade's aims and values.
- 3.3 To liaise with external agencies to confirm and book appointments.

3. Administration

- 4.1 To ensure spreadsheets both manual and computerised are completed in a timely manner
- 4.3 To produce business documents as required using the Brigade's standard software. Write routine correspondence and brief reports appropriate to the work undertaken.

- 4.4 To maintain records / information in connection with workload, as required. I.e. ensure full details of all youth engagement events are recorded appropriately
- 4.5 To ensure that an adequate supplies of fire safety educational materials are readily available for use, maintaining all IT resources provided keeping them securely stored and kept in reasonable condition.
- 4.6 To act proactively in resolving any ICT issues and work in accordance with Lone Worker Guidance.

5. Monitor and maintain a healthy, safe and secure workplace

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities and maintain a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.2 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5.3 Comply with practices and procedures established to support the Brigade's lone worker policy.
- 5.4 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Use all information systems in accordance with the Data Protection Act.
- 5.5 Ensure all tasks perform are carried out in line with Brigade Policy's and share best practice with team members.

Note 1: In addition to the duties stated above you may, from time to time, be required to undertake additional duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are shortlisted, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Note 3: **To accommodate all youth engagement activities** the nature of the duties will involve **some** early morning, evening and weekend working. Your core hours will be adjusted to accommodate this.

Note 4: The duties will involve travel, mainly within London.

Date: 17 February 2022

Selection Criteria For: Education Officer **Grade:** FRS B

1. Experience

- 1.1 Experience of imparting education to children and young people
- 1.2 Experience of maintaining record systems (both computerised and manual).
- 1.3 Experience of working flexibly with minimal supervision.
- 1.4 Experience of using a range of Information Technology applications including Microsoft Word, Excel and PowerPoint , together with good keyboard skills and an awareness of the ways in which IT applications can be utilised in the context of the duties of the post.

2. Skills

- 2.1 Effective oral communication skills in order to deliver education effectively.
- 2.2 Good interpersonal skills in order to develop a rapport with pupils and staff within schools, as well as Brigade personnel.
- 2.3 Good organisational skills in order to plan and prioritise own workload.

3. Knowledge

- 2.4 Ability to acquire knowledge of common causes of fire in the home, those most at risk from fire and the methods of minimising the risk to all occupiers.
- 2.5 An awareness of equality issues and how they impact in the context of the role of this post and in delivering presentations to a young and diverse audience.
- 2.6 An understanding of Child Protection issues, particularly in relation to the duties of this post.
- 2.7 An understanding of good health and safety practice to ensure the health and safety of self and others together with an awareness of the regulations that govern the use of display screen equipment.
- 2.8 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in the working environment.

Note 1: The successful applicant will be expected to take annual leave during school holidays.

Note 2: The successful applicant will be required to travel to locations across the Greater London area and attend these venues from the start of their working day.

Note 3: As the post involves working with children and young people , the successful applicant will be required to undergo a DBS check, which is required for appointments involving substantial access to children.

Note 4: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills

and knowledge meet each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 17 February 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:	
B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary:	
<ul style="list-style-type: none"> • Is self-reflective and accepts constructive feedback. • Aware of own emotions and seeks to manage these. • Will ask for support or advice if they need it. 	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary:	
<ul style="list-style-type: none"> • Is aware and accepting of the diverse beliefs, culture and traditions of others. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Gives others the opportunity to express themselves without interrupting/judging. 	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary:	
<ul style="list-style-type: none"> • Consistent and reliable, prioritising building trust with others. • Open-minded, unbiased and honest in their approach. • Is willing to discuss their own and other's emotions. 	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	
Summary:	
<ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner. 	
B5	Teamwork
<i>Works with others to achieve results.</i>	
Summary:	
<ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives. 	
B6	Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>	
Summary:	
<ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring. 	
ACCOUNTABILITY:	
B7	Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>	
Summary:	
<ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. 	

<ul style="list-style-type: none"> • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title: Firesetters Intervention Scheme Manager

Employer: London Fire Commissioner

Post Number: 430062

Grade: FRS D

Directorate: Operationsal Delivery

Department: Fire Safety

Section: Youth Services

Location: Brigade Headquarters, 169 Union Street, SE1

Reports to: Deputy Head of Youth Services (Grade: FRS E)

Staff Directly

Responsible For: 4 x Firesetters Intervention Scheme Caseworkers (Grade: FRS C)
1x FIS Admin Assistants (Grade: FRS B)

How This Job Contributes To Our Vision

by managing the personnel and physical resources within FIS to ensure that activities are planned and co-ordinated to meet department and Brigade objectives and to support competent service delivery.

Main Duties and Responsibilities

1. Performance and self-development

1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.7 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional working relationships with other members of staff and with external groups and organisations. Ensure that the principles and practice of the Brigade's LFB Togetherness Strategy and equalities policies are followed in all dealings with colleagues and the public.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Freedom of Information Act.

3 Management and leadership

- 3.1 Manage the work of the Firesetters Intervention Scheme (FIS) to ensure output is planned, measured and delivered according to the Brigade's agreed community safety aims and objectives. Identify priorities for action against measured risk, review targets and methods following appropriate consultation and agreement.
- 3.2 Manage the performance and development of personnel in line with the Brigade's standards, policies and guidelines by direct observation and feedback from other sources.
- 3.3 Assess performance against planned objectives, identify development needs, plan and organise training and learning events to meet desired outcomes.
- 3.4 Lead and support staff within the team to ensure consistent provision of advice, guidance and support is given to staff.

- 3.5 Take the lead on behalf of Community Safety in matters relating to child/youth firesetting . Ensure all guidelines and Brigade policies in relation to the scheme are adhered to.
- 3.6 Provide support to the Deputy Head of Youth Services across a range of activities, as required and commensurate with the grade of the post.
- 3.7 Manage the gathering and analysis of information on staff and service delivery. Monitor key performance indicators in order to provide information on achievement and best practice to principal managers, Members and the GLA.
- 3.8 Promote awareness of current legislation relating to arson and firesetting and ensure that staff are informed of developments in national and Brigade policy.

4. Scheme Management

- 4.1 Guide, assist and support staff to ensure an appropriate level of service provision.
- 4.2 Organise training for FIS caseworkers and administrator in the acquisition and maintenance of the skills required in their role. Identify and source provision of suitable training.
- 4.3 Monitor, evaluate and review the systems to ensure ongoing improvement of service provision and ensure that appropriate service standards are maintained and targets met.
- 4.4 Prioritise FIS cases and oversee FIS visits to ensure that they are carried out with high-risk families referred to the scheme in partnership with other agencies such as schools, social service and mental health teams.
- 4.5 Maintain awareness of issues affecting young people and ensure staff are aware of current best practice in the field of youth engagement.
- 4.6 Where appropriate, liaise with colleagues in partner organisations and relevant sections within the Brigade, to ensure a co-ordinated and consistent approach to dealing with child/youth firesetting issues.
- 4.7 Manage staff work performance and all related matters, including identifying training needs, welfare issues or disciplinary matters.
- 4.8 Take responsibility for the availability of information and resources including a directory of useful contacts within relevant organisations. Ensure the safekeeping and security of supplies and stocks.
- 4.9 Develop and maintain office systems utilising information technology applications and accessing the Brigade's information system, in accordance with the code of practice to ensure awareness of current issues.
- 4.10 Deliver presentations to external bodies to raise awareness of the Brigade's Youth Services.
- 4.11 Quality assure FIS visits to ensure consistent, high standards of delivery.

4.12 Produce briefs, proposals and reports for managers and external agencies as required.

5 Child protection and safeguarding

5.1 Ensure that all relevant child protection guidelines and procedures issued by the Brigade are complied with by all staff involved in the scheme.

5.2 Remain abreast of changes in the legislation regarding child protection and the safeguarding of children's welfare.

5.3 Ensure confidentiality of sensitive information and security of data under the requirements of the Children Act and the Data Protection Act.

5.4 Share information with other youth teams, as well as other partnership agencies, as required under the Children Act.

6. Monitor and maintain a healthy, safe and secure workplace

6.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace and lone working in the community.

6.2 Carry out organisational security measures. Identify and report any security risk or breaches.

6.3 Monitor team compliance with the practices and procedures established to support the Brigade's lone worker policy, ensuring staff receive adequate training in personal safety.

6.4 Monitor staff stress levels and emotional wellbeing, providing relevant support where appropriate.

6.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street or at one of the Youth Hubs , but the post holder will be expected to undertake travelling across London as part of the role.

Date: 19 October 2021

1 Experience

- 1.1 Experience of working with children, young people and families, including those identified as vulnerable or at-risk by other agencies.
- 1.2 Experience of collaborating and working in partnership with external bodies in order to achieve set objectives.
- 1.2 Experience of organising, planning and prioritising own work and that of a team, working flexibly to meet deadlines, aims and objectives.
- 1.3 Experience of individual and team management, development, training and motivation.
- 1.4 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.
- 1.5 Experience of evaluating team outputs to monitor and improve service delivery and providing this data to senior managers as required.

2 Skills

- 2.1 Good interpersonal skills in order to establish and maintain positive working relationships both internally and externally, particularly in relation to children and families identified as vulnerable or at-risk by other agencies and with external staff.
- 2.2 Effective oral communication skills in order to deliver presentations and liaise with staff at all levels and representatives of external organisations, ensuring customer care at all times.
- 2.3 Well developed written skills in order to write proposals, briefing/guidance notes, letters and reports.
- 2.4 Ability to co-ordinate a peripatetic workforce to ensure consistency of approach to achieve Brigade objectives.
- 2.5 The ability to acquire knowledge quickly and comprehensively, particularly of procedures, legislation and policy relating to fire safety issues and working with vulnerable groups.

3 Knowledge

- 3.1 A good understanding of youth engagement issues and the role of the fire service and other agencies in addressing firesetting behaviour and anti-social behaviour.
- 3.2 Good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others.

- 3.3 An understanding of the importance of confidentiality and security of information and awareness of relevant legislation including the Children Act, the Data Protection Act and the Freedom of Information Act.
- 3.4 An understanding of the individual and managerial responsibilities to ensure the equality policy is observed throughout all aspects of the Brigade's work and behaviour.
- 3.5 An awareness of individual and managerial responsibilities with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 19 October 2021



LONDON FIRE BRIGADE

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Our vision – We will be a dynamic, forward looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job description

Job Title:	Firesetters Intervention Scheme (FIS) Case Worker
Employer:	London Fire Commissioner
Post Number:	430063
Grade:	FRS C
Directorate:	Operational Delivery
Department:	Fire Safety
Section:	Youth Services
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Firesetters Intervention Scheme Manager (Grade: FRS D)
Staff Directly Responsible for:	None

How This Role Contributes To Our Vision:

By the provision of undertaking casework, engaging with children demonstrating fireplay or firesetting behaviour, providing advice to parents/carers and liaising with professional agencies where appropriate to address community safety objectives in relation to young people and the communities they live in.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

2. Effective working relationships

- 2.1 Establish and maintain professional working relationships with other members of staff and external groups and organisations. Ensure that the principles and practice of the Brigade's **Togetherness Strategy** and equalities policies are followed in all dealings with colleagues and the public.
- 2.2 Ensure that all communication and interaction with others is carried out in a helpful, polite and timely manner, according to the principles of customer care and with due regard to the Freedom of Information Act.

3. Scheme support

- 3.1 Under the supervision of the Firesetters Intervention Scheme Manager, undertake casework, engaging with children with a range of child/youth fire play or fire-setting issues, providing advice to their parents/carers and liaising with other professional agencies where appropriate.
- 3.2 Prepare documentation, reports and correspondence in support of the FIS function.
- 3.3 Monitor, evaluate and review case work to ensure the appropriate service standards are maintained and met. Advise the Firesetters Intervention Scheme Manager of any concerns identified, ensuring that appropriate levels of confidentiality are maintained at all times.
- 3.4 To be responsible for the safekeeping and security of FIS supplies and stocks.

4. Management information

- 4.1 Maintain the currency and accuracy of all data stored in information systems supporting the community safety work of the Department and the Directorate. Provide management information on request. Ensure equipment and data are safeguarded against damage and breaches of confidentiality.

- 4.2 Maintain, manage and assist in the development of computerised and paper based administration and information systems. Give help and advice as necessary.
- 4.3 Liaise with colleagues and those from other organisations to ensure a co-ordinated and consistent approach in case work.
- 4.4 Take responsibility for the availability of information and resources including a directory of useful contacts within relevant organisations.
- 4.5 Share information with relevant parties to ensure children are safeguarded and their welfare is promoted as required under the Children Act.

5. Monitor and maintain a healthy, safe and secure workplace

- 5.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintain a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.2 Carry out organisational security measures. Identify and report any security risk or breaches. Maintain confidentiality of personal, sensitive information in accordance with agreed policies and procedures, disclosing information to authorised persons only, as required by the Data Protection Act and Freedom of Information Act.
- 5.3 Ensure own and team compliance with the practices and procedures established to support the Brigade's lone worker policy.
- 5.4 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.
- 5.5 Consider environmental impact when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder will be expected to undertake travelling as part of the role and will sometimes work alone. The Brigade's Lone Worker Policy will apply in these circumstances.

Note 3: The duties of the post require visiting people's homes

Date: 19 October 2021

1 Experience

- 1.1 Experience of working with children, particularly those who are vulnerable.
- 1.2 Experience of organising, planning and prioritising own work, working flexibly to meet deadlines, aims and objectives.
- 1.3 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.
- 1.4 Experience of maintaining administrative systems, both manual and computerised.

2 Skills

- 2.1 Good oral communication and interpersonal skills, in order to establish rapport and cooperation between the brigade the clients , their families and other professional agencies.
- 2.2 Well developed written skills in order to write correspondence, reports and documentation relating to the cases.
- 2.3 Analytical skills in order to undertake research and provide written summaries of findings.
- 2.4 The ability to acquire knowledge quickly and comprehensively, particularly of child/youth fire-setting issues, relevant procedures, legislation and policy relating to fire safety issues and working with vulnerable groups.

3 Knowledge

- 3.1 Good understanding of the relevant Child Protection policies and guidance and how to ensure compliance by oneself and others.
- 3.2 An understanding of child/youth fire-setting issues and the role of the fire service in addressing fire setting behaviour.
- 3.3 Awareness of the need to maintain appropriate confidentiality and security of sensitive information, as well as the legal requirements of the Data Protection Act and Freedom of Information Act.
- 3.4 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibilities with regard to the policy.
- 3.5 Awareness of one's responsibility with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 19 October 2021

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.• Recognises and respects other people's skills, strengths, views, ideas and suggestions.• Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none">• Works collaboratively with people by co-operating and consulting to achieve joint outcomes.• Actively listens and promotes respectful two-way dialogue.

- Is interested in other people's motivations and perspectives.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Prioritises a learning culture through empowerment, encouragement, praise and recognition.
- Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.
- Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives.
- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

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Our vision –We will be a dynamic, forward looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job description

Job Title: Firesetters Intervention Scheme (FIS) Admin Assistant
Employer: London Fire Commissioner
Post Number: 430205
Grade: FRS B
Directorate: Operational Delivery
Department: Fire Safety
Section: Youth Services
Location: London Fire Brigade HQ, 169 Union Street, SE1
Reports to: **Firesetters Intervention Scheme Manager** (Grade: FRS D)
Responsible for: None

How This Role Contributes To Our Vision:
By the provision of an efficient administration and support service to the Firesetters Intervention Scheme (FIS) to address community safety objectives in relation to young people and the communities they live in.

MAIN DUTIES AND RESPONSIBILITIES

- 1. Performance and self-development**
 - 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines to the appropriate person.
 - 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
 - 1.3 Obtain sufficient resources, e.g. stationery, equipment, to meet own requirements.

- 1.4 Keep informed of the Brigade's policies, particularly those relating to equalities, safeguarding, attendance and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.5 Keep informed of the Brigade's procedures, particularly those relating to personnel and administration. Carry out these procedures, asking for training and guidance if necessary.
- 1.6 Identify and agree personal development needs, identifying opportunities and discussing them with managers. Monitor own performance against agreed indicators and objectives.
- 1.7 Use the information and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.8 Use all information systems in accordance with the General Data Protection Regulation and the Data Protection Act, and with regard to the Freedom of Information Act.

2. Effective working relationships

- 2.1 Establish and maintain professional working relationships with other members of staff and with external groups and organisations. Ensure that the principles and practice of the Brigade's Togetherness Strategy and equalities policies are followed in all dealings with colleagues and the public.
- 2.2 Ensure that all communication and interaction with others is carried out in a helpful, polite and timely manner, according to the principles of customer care.
- 2.3 Answer the telephone politely and efficiently and help callers with their requirements. Respond to queries with due regard to the Freedom of Information Act.
- 2.4 Receive and assist visitors, both internal and external, identifying their requirements and helping them to achieve the purpose of their visit. Ensure that the principles and practices of the Brigade's equality policies are followed in all dealings with other people.
- 2.5 Answer letters, e-mails and other communications promptly and efficiently, passing on information where necessary.

3. Administration and support for FIS

- 3.1 Process referrals for FIS- within timeframes set, obtaining any relevant information from partners or parents and carers. Use Brigade systems to ensure sensitive information is recorded accurately and held securely, according to the principles of customer care and the General Data Protection Regulation.
- 3.2 Record and provide statistical information in the required format. Review, maintain and update data using manual and computerised filing systems. Provide management with information on request.
- 3.3 Undertake information gathering and research using the Brigade's systems and the internet as directed. Support the collation and recording of evaluation data on FIS and the outcomes.

- 3.4 Produce business documents as required using the Brigade's standard software. Write routine correspondence and reports appropriate to the work undertaken. Produce paperwork for meetings, writing agenda and notes of proceedings as directed.
- 3.5 Support the scheme by assisting with the planning and administration of visits, training courses, events, meetings, interviews and inductions. Organise all necessary equipment, catering, and any other item necessary for the delivery of the service or event.
- 3.6 Process claims for payment, invoices and documentation for purchases as required, checking computations and dealing with discrepancies.

4. Monitor and maintain a healthy, safe and secure workplace

- 4.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 4.2 Maintain lone working systems for caseworkers and report any concerns regarding caseworkers' welfare to line managers. Comply with practices and procedures established to support the Brigade's lone worker policy.
- 4.3 Carry out organisational security measures. Identify and report any security risk or breaches. Maintain confidentiality of personal, sensitive information in accordance with agreed policies and procedures, disclosing information to authorised persons only, as required by the Data Protection Act and Freedom of Information Act.
- 4.4 Undertake duties with due regard to the environment.

NOTE 1

In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

NOTE 2

Due to the nature of the post all successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Date: 19 October 2021

1 Experience

- 1.1 Experience of producing correspondence, minutes and short reports in plain English, using correct grammar, spelling and appropriate vocabulary.
- 1.2 Experience of undertaking arithmetical calculations; checking claims and invoices, detecting errors and making corrections and producing simple statistics.
- 1.3 Experience of organising, planning and prioritising own work; meeting deadlines and targets while working flexibly within a team.
- 1.4 Experience of using standard computerised office systems and specialised computer databases together with an understanding of their role in an office environment.
- 1.5 Experience of undertaking multi-step manual and computerised administrative processes.
- 1.6 Experience of using keyboard skills of a sufficient standard to enter data and create documents with speed and accuracy.

2. Skills

- 2.1 The ability to communicate with people in a professional and helpful manner in order to exchange information and to offer advice and assistance.
- 2.2 The ability to use interpersonal skills that contribute to a team-working environment where colleagues demonstrate mutual respect, care and consideration.
- 2.3 Strong written communication skills with the ability to respond clearly and concisely to emails both internally and externally.
- 2.4 The ability to acquire knowledge quickly, particularly of Child/Youth firesetting issues and the relevant procedures relating to the work of the team.

3 Knowledge

- 3.1 An understanding of the reasons for having an equalities policy and why it is observed in all areas of work and behaviour. A knowledge of one's own individual responsibility with regard to the policy and the **Brigade's LFB Togetherness Strategy** .
- 3.2 A thorough understanding of one's individual responsibility with regard to health and safety in the workplace.
- 3.3 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in an office environment.
- 3.4 An understanding of current Safeguarding processes and policy.

3.5. A working knowledge of current social, emotional and challenging issues impacting on young people today.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 19 October 2021



LONDON FIRE BRIGADE

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Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Fire Safety Regulation (FSR) Administrative Manager
Employer:	London Fire Commissioner
Post Number:	430223
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Section:	Administrative Support Group
Location:	Brigade Headquarters, 169 Union Street, London SE1
Reports to:	Management Support Officer
Staff Directly Responsible for:	Administrative Team Leader (Grade: FRS D) x 2, who jointly manage a team of 33 administrative staff

How This Job Contributes To Our Vision:

By leading, planning, organising and monitoring the work of the Fire Safety Regulation Administrative Support Group so that it helps to efficiently discharge the Brigade's statutory and non-statutory FSR functions.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and Self Development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies and the Directorate's procedures, as they relate to the role and the level of responsibility, particularly those relating to finance, equalities, and health and safety. Carry out all activities in accordance with the policies and procedures, asking for training and guidance if necessary.

- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with other members of staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Freedom of Information Act.

3. Leadership and Management

- 3.1 Lead and manage the FSR Administrative Support Group with the aim of providing a flexible, supportive and efficient unit. Deal with staff related issues as they arise.
- 3.2 Participate in the preparation and delivery of training and development that relates to systems, policies and procedures. Ensure that practical and theoretical skills training is provided and that the training and development needs of individual team members are identified and met.
- 3.3 Support the work of Fire Safety Regulation by providing a flexible and proactive administrative service to inspecting officers and senior officers.
- 3.4 Be an effective member of the departmental management team, deputising for managers at meetings/briefings and implementing any actions that may arise.
- 3.5 Plan, manage and organise the administrative group to ensure that deadlines are met and work is prioritised in accordance with statutory duties and Brigade policies.
- 3.6 Ensure suitable systems for quality assurance and performance management to identify trends and seek to continuously improve efficiency and performance.
- 3.7 Ensure that Human Resources & Development policies are applied fairly and equitably across group, calling on assistance from other departments when required. In conjunction with the Operational Directorates Support Group, review the FRS establishment, providing information when required and leading on recruitment and promotion for group posts.

4. Administrative Support

- 4.1 Provide a proactive administrative support service to the Deputy Assistant Commissioner, Area Group Managers FSR inspecting teams ensuring compliance with all processes, returns and requests for information.
- 4.2 Ensure that the Brigade's policies and procedures relating to Fire Safety Regulation administration Safety are applied consistently by all staff in the group, undertaking quality assurance checks as appropriate.
- 4.3 Lead and take part in management and performance monitoring activities, undertaking research and preparing statistics and briefing papers, as required.

- 4.4 Review staffing requirements and deploy administrative resources to meet the demands of the work and FSR targets.
- 4.5 Provide informed support for meetings, writing agenda, minutes and associated documents as required.
- 4.6 Participate in project work, preparing reports and briefing papers and carrying out research in liaison with other departments and outside agencies.
- 4.7 Manage the maintenance and use of corporate systems, particularly the Farynor and e-FSF system, ensuring the timely entry of data and a high standard of data integrity. Ensure equipment and data are safeguarded against damage and corruption.
- 4.8 Advise the Deputy Assistant Commissioner on the implementation of decisions and policies of the Brigade that will impact on the work of the Group and provide feedback as appropriate. Undertake research, using both internal and external sources, and provide discussion and briefing papers where appropriate.
- 4.9 Participate in local, Directorate and Brigade recruitment and promotion activities as required.
- 4.10 In conjunction with the Deputy Assistant Commissioner, ensure that systems are in place to track compliance with Health and Safety and other corporate audit requirements.
- 4.12 In conjunction with the Deputy Assistant Commissioner and the corporate Finance Officer, ensure that the groups budgets and financial activities are monitored and managed in accordance with the Brigade's financial regulations.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.2 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Use all information systems in accordance with the Data Protection Act.
- 5.3 Undertake the duties of the post in accordance with the Brigade's Equalities policies.
- 5.4 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5. Consider environmental impact when carrying out the duties of the post.

Note 1 In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Directorate and the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Note 2 This is a new post and therefore subject to change in the light of practical working experience.

Date: 21 March 2019

1. Experience

- 1.1 Experience of managing a team of staff, including monitoring workloads and ensuring they are motivated, trained and developed..
- 1.2 Experience of setting up and maintaining detailed administrative processes.
- 1.3 Experience of using a wide range of information technology applications together with good keyboard skills and an understanding of how IT systems can be utilised effectively in an office environment.
- 1.4 Experience of providing a proactive support service and working flexibly with minimal supervision.
- 1.5 Experience of producing high quality written material, e.g. reports, briefing papers, minutes etc.

2. Skills

- 2.1 Effective oral communication skills in order to liaise with people at all levels, to undertake presentations and provide training to individuals and groups.
- 2.2 Good numerical skills in order to produce, interpret and monitor financial reports and statistical information.
- 2.3 Good interpersonal skills in order to develop and maintain efficient and productive working relationships at all levels, both internally and externally.
- 2.4 The ability to acquire knowledge independently and comprehensively, particularly of procedures, legislation and policy.
- 2.5 Analytical skills in order to undertake research, analyse complex information and provide written summaries of findings.

3. Knowledge

- 3.1 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.2 Awareness of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.3 Awareness of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 21 March 2019



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Job Title: Fire Safety Regulation Administrative Support Team Leader

Employer: London Fire Commissioner

Post Number: 430217

Grade: FRS D

Directorate: Operations

Department: Fire Safety

Section: Fire Safety support

Location: Brigade Headquarters, 169 Union Street, SE1

Reports to: Administration Manager (Grade: FRS E)

Staff Directly Responsible for: Administrative Officers (Fire Safety Regulation) x 4 (Grade: FRS C)

How This Job Contributes To Our Vision

By leading a team responsible for delivering a support service to the Fire Safety Regulation function within the area

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies and the Directorate's procedures, as they relate to the role and the level of responsibility, particularly those relating to finance, equalities, and health and safety. Carry out all activities in accordance with the policies and procedures, asking for training and guidance if necessary.

- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities policy and the Freedom of Information Act.

3. Management, leadership and support

- 3.1 Reporting to the Administration Manager, provide flexible and proactive management of the Fire Safety Regulation support staff, plus any other staff as required within the department. Deal with staff related issues as they arise. Apply the Brigade's HR policies, in particular those relating to attendance management and leave.
- 3.2 Ensure that practical and theoretical training is provided as necessary and that the individual team members are developed according to their needs.
- 3.3 Support the work of the Deputy Assistant Commissioner by providing a flexible and proactive service to all personnel within the department. Deploy staffing resources to meet the demands of the work and Directorate targets.
- 3.4 Take part in recruitment processes for members of staff, both permanent and temporary.

4. Functions and Systems

- 4.1 Provide a proactive administrative support service for Regulatory Fire Safety inspecting officers and team leaders.
- 4.2 Ensure compliance with all processes, returns and requests for information, relating to Regulatory Fire Safety.
- 4.3 Ensure that the Brigade's policies and procedures relating to Fire Safety Regulation work are applied consistently.
- 4.4 Provide support in auditing and vetting fire safety work processed by the team. Identify and report any noticeable trends and training needs.
- 4.5 Manage the provision of support for meetings and working groups within the department, including the production of agenda, minutes and related paperwork.
- 4.6 Take part in project work as required, preparing reports and briefing papers and carrying out research in liaison with other departments and outside agencies.

- 4.7 Undertake research, using both internal and external sources, and provide discussion and briefing papers where appropriate.
- 4.8 Correspond with members of the public, outside bodies and with colleagues on matters relating to the work of the Regulatory Fire Safety support team.

5. Monitor and maintain a healthy, safe and secure workplace

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.2 Carry out the duties of the post with regard to the Brigade's equality policy.
- 5.3 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5.4 Consider environmental impact when carrying out the duties of the post.
- 5.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the GDPR and Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: Some travelling and peripatetic working may be required.

Date: 1 September 2018

Selection Criteria For: FSR Administrative Support Team Leader **Grade:** FRS D

1. Experience

- 1.1 Experience of leading and managing the work of a diverse team, including their development, training and motivation, to specified standards that are understood by all.
- 1.2 Experience of organising, planning and prioritising work, with minimal supervision, to meet deadlines and standards.
- 1.3 Experience of using a wide range of information technology applications together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of this post.
- 1.4 Experience of implementing and maintaining detailed administrative processes.
- 1.5 Experience of providing a proactive support service to senior managers.

2. Skills

- 2.1 Good written communication skills in order to draft reports, letters, agenda and minutes which are clear and easy to understand.
- 2.2 Good oral communication skills to advise officers on the application of the Brigade's and Directorate's community safety policies, guidelines and procedures clearly and effectively.
- 2.3 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, both internally and externally.
- 2.4 Numerical skills to manipulate and interpret statistical data and to present the results intelligibly in both graphical and written format.
- 2.5 Ability to acquire information independently and comprehensively, particularly of fire safety procedures, legislation and policy.
- 2.6 Analytical skills to research complex matters and give concise and accurate reports.

3. Knowledge

- 3.1 Good working knowledge of the Regulatory Reform Order (RRO).
- 3.2 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.3 Awareness of one's responsibility with regard to health and safety in the workplace, both individually and as a manager.
- 3.4 Awareness of the need to maintain confidentiality and security of sensitive information/ data and the legal requirements of the GDPR, Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 1 September 2018



LONDON FIRE BRIGADE

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Our purpose – Trusted to serve and protect London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Title: Administrative Officer (Fire Safety Regulation) Prevention & Protection

Employer: London Fire Commissioner

Post Number: 430218

Grade: FRS C

Directorate: Prevention, Protection and Operational Policy

Department: Prevention and Protection

Section: Admin Support

Location: Brigade Headquarters, 169 Union Street, SE1

Reports to: Admin Support Team Leader (Prevention & Protection) (Grade: FRS D)

Staff Directly

Responsible for: Administrative Support Officers (Grade: FRS B) - As allocated

How This Job Contributes To Our Vision

By supervising a team responsible for delivering information and administrative support to the Prevention & Protection function in the Brigade.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies and the Directorate's procedures as they relate to the role. Carry out all activities in accordance with the procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles of the Togetherness Strategy and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities policy and the Freedom of Information Act.

3. Staff management and team working

- 3.1 Supervise staff within the team with the aim of providing a flexible, supportive and efficient unit. Deal with staff related issues as they arise. Apply the Brigade's HR policies, in particular those relating to absence and leave.
- 3.2 Ensure that practical and theoretical skills training is provided as necessary and that the individual team members are developed according to their needs.
- 3.3 Manage resources according to the demands of the workload.

4. Administrative Support

- 4.1 Take part in recruitment processes for members of staff, both permanent and temporary.
- 4.2 Provide a proactive and efficient administrative support service for Prevention and Protection inspecting officers, team leaders and managers.
- 4.3 Monitor compliance with all processes and requests for information relating to fire safety regulation.
- 4.4 Ensure the Brigade's policies and procedures relating to Fire Safety Regulation are applied consistently. Take responsibility for the integrity of the Farynor computer system.
- 4.5 Correspond with members of the public, outside bodies and with colleagues on matters relating to the work of the team.
- 4.6 Provide support for meetings, projects and working groups within the department, including the production of agenda, minutes and related paperwork.
- 4.7 Manage the issuing of invoices for chargeable services.
- 4.8 Assist with the delivery and administration of training within the function.

5. Management information

- 5.1 Supply information from manual and computerised systems on request in the required format. Ensure equipment and data are safeguarded against damage and breaches of confidentiality.
- 5.2 Maintain, manage and assist in the development of computerised and paper-based administration and information systems. Give help and advice as necessary.

6. Monitor and maintain a healthy, safe and secure workplace

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 6.2 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.
- 6.3 Carry out organisational security measures. Identify and report any security risk or breaches.
- 6.4 Consider environmental impact when carrying out the duties of the post.
- 6.5 Carry out the duties of the post with regard to the Brigade's Equality Policy.

Note: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 25 October 2022

Selection Criteria For: Administrative Officer (Fire Safety Regulation) Grade: FRS C

1. Experience

- 1.1 Experience of leading and managing a diverse team delivering a multi-function support service including their training, development and motivation to specified standards that are understood by all.
- 1.2 Experience of organising, planning and prioritising own work and that of others, meeting deadlines and targets while working flexibly within a team.
- 1.3 Experience of setting up and maintaining detailed administrative processes.
- 1.4 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.
- 1.5 Experience of working with figures, preparing and interpreting statistical and financial information.

2. Skills

- 2.1 Effective communication and interpersonal skills in order to forge efficient working relationships, both internally and externally.
- 2.2 Organisational skills in order to manage own workload and that of the team with minimal supervision.
- 2.3 Good written communication skills in order to write documents, especially reports, letters, agenda and minutes which are clear and easy to understand.
- 2.4 Ability to acquire knowledge quickly and comprehensively, particularly procedures, legislation and policy.

3. Knowledge

- 3.1 A good understanding of Fire Safety Regulation and how this can support the work of the department and so contribute to the Brigade's vision.
- 3.2 An understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.3 Awareness of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.4 An understanding of the need to maintain appropriate confidentiality within the policies of the Brigade and the legal requirements of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 25 October 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London. Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.• Recognises and respects other people's skills, strengths, views, ideas and suggestions.• Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none">• Works collaboratively with people by co-operating and consulting to achieve joint outcomes.• Actively listens and promotes respectful two-way dialogue.• Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
Summary: <ul style="list-style-type: none">• Prioritises a learning culture through empowerment, encouragement, praise and recognition.• Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.• Proactively contributes to others development through regular constructive feedback,

one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
Summary: <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
Summary: <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
Summary: <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our purpose – Trusted to serve and protect London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title:	Learning and Development Officer
Employer:	London Fire Commissioner
Post no:	430259 [to confirm the post number you can access organisation charts here]
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Section:	FSR Admin Support Team
Location:	Brigade Headquarters, 169 Union St, London, SE1
Reports to:	Admin Support Team Leader FRS D
Staff directly responsible for:	None

How this job contributes to Our Vision:

The post holder will play an active role in the formulation and reviewing the department's development of admin support staff (FRS B) by measuring consistency of performance of this group.. The post holder will also support staff through targeted Learning & Development interventions and identified development needs on request from Admin Managers/ Team Leaders.

Main duties and responsibilities

1. Performance and self-development

- 1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.6 Use all information systems in accordance with the Data Protection Act.
- 1.7 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.8 Carry out organisational security measures and report any security risk or breaches.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Team Working

- 3.1 Ensure that practical and theoretical skills development is provided as necessary and that the individual team members are developed according to their needs.
- 3.2 Manage resources according to the demands of the workload.
- 3.3 Provide advice and support on the technical aspects of policies, procedures and guidance documents both internally and to external organisations and members of the public.
- 3.4 Maintain an up to date awareness of Brigade policy and Government legislation/initiatives relevant to the nature of the work.

3.5 Give fire safety presentations to FRS Admin Support Team.

4. Health and Safety

4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

5. Administration

5.1 Assist in the development and maintenance of administrative systems utilising IT applications as appropriate.

5.2 Attend meetings and take notes at meetings as directed.

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the responsibilities and grading of the post.

Date: 14 April 2023

1. Experience

- 1.1 Experience of providing an effective and efficient administrative support to senior management.
- 1.2 Experience of organising, planning and prioritising own work, meeting deadlines and targets with minimal supervision.
- 1.3 Experience of setting up and maintaining detailed administrative processes.
- 1.4 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Effective communication and interpersonal skills in order to forge efficient working relationships, both internally and externally.
- 2.2 Good written communication skills in order to write reports, letters, agenda and minutes which are clear and easy to understand.
- 2.3 Good analytical skills in order to undertake research, analyse data and provide a concise summary of findings.
- 2.5 Ability to acquire knowledge quickly and comprehensively, particularly procedures, legislation and policy.

3. Knowledge

- 3.1 An understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.2 Awareness of one's responsibility with regard to health and safety in workplace.
- 3.3 An understanding of the need to maintain appropriate confidentiality within the policies of the Brigade and the legal requirements of the Data Protection Act and Freedom of Information Act.
- 3.4 Detailed knowledge of Fire Safety administration policies and procedures.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 14 April 2023

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LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:	
B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary: <ul style="list-style-type: none"> • Is self-reflective and accepts constructive feedback. • Aware of own emotions and seeks to manage these. • Will ask for support or advice if they need it. 	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary: <ul style="list-style-type: none"> • Is aware and accepting of the diverse beliefs, culture and traditions of others. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Gives others the opportunity to express themselves without interrupting/judging. 	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary: <ul style="list-style-type: none"> • Consistent and reliable, prioritising building trust with others. • Open-minded, unbiased and honest in their approach. • Is willing to discuss their own and other's emotions. 	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner. 	
B5	Teamwork

Works with others to achieve results.

Summary:

- Works collaboratively with people by co-operating and consulting to achieve joint outcomes.
- Actively listens and promotes respectful two-way dialogue.
- Is interested in other people's motivations and perspectives.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Prioritises a learning culture through empowerment, encouragement, praise and recognition.
- Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.
- Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives.
- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

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Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title: Learning and Development Officer

Employer: London Fire Commissioner

Post no: 430259

Grade: FRS C

Directorate: Operations

Department: Fire Safety

Section: FSR Admin Support Team

Location: Brigade Headquarters, 169 Union St, London, SE1

Reports to: Admin Support Team Leader FRS D

Staff directly responsible for: None

How this job contributes to Our Vision:

The post holder will play an active role in the formulation and reviewing the department's development of admin support staff (FRS B) by measuring consistency of performance of this group.. The post holder will also support staff through targeted Learning & Development interventions and identified development needs on request from Admin Managers/ Team Leaders.

Main duties and responsibilities

1. Performance and self-development

1.1 Plan and organise personal workload to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's and Directorate's policies as they relate to the role. Carry out all activities in accordance with these policies and procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.6 Use all information systems in accordance with the Data Protection Act.
- 1.7 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.8 Carry out organisational security measures and report any security risk or breaches.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Equalities Policy are followed in all dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Policy.

3. Team Working

- 3.1 Ensure that practical and theoretical skills development is provided as necessary and that the individual team members are developed according to their needs.
- 3.2 Manage resources according to the demands of the workload.
- 3.3 Provide advice and support on the technical aspects of policies, procedures and guidance documents both internally and to external organisations and members of the public.
- 3.4 Maintain an up to date awareness of Brigade policy and Government legislation/initiatives relevant to the nature of the work.

3.5 Give fire safety presentations to FRS Admin Support Team.

4. Health and Safety

4.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.

5. Administration

5.1 Assist in the development and maintenance of administrative systems utilising IT applications as appropriate.

5.2 Attend meetings and take notes at meetings as directed.

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the responsibilities and grading of the post.

Date: 14 April 2023

1. Experience

- 1.1 Experience of providing an effective and efficient administrative support to senior management.
- 1.2 Experience of organising, planning and prioritising own work, meeting deadlines and targets with minimal supervision.
- 1.3 Experience of setting up and maintaining detailed administrative processes.
- 1.4 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Effective communication and interpersonal skills in order to forge efficient working relationships, both internally and externally.
- 2.2 Good written communication skills in order to write reports, letters, agenda and minutes which are clear and easy to understand.
- 2.3 Good analytical skills in order to undertake research, analyse data and provide a concise summary of findings.
- 2.5 Ability to acquire knowledge quickly and comprehensively, particularly procedures, legislation and policy.

3. Knowledge

- 3.1 An understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.2 Awareness of one's responsibility with regard to health and safety in workplace.
- 3.3 An understanding of the need to maintain appropriate confidentiality within the policies of the Brigade and the legal requirements of the Data Protection Act and Freedom of Information Act.
- 3.4 Detailed knowledge of Fire Safety administration policies and procedures.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 14 April 2023

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Works with others to achieve results.

Summary:

- Works collaboratively with people by co-operating and consulting to achieve joint outcomes.
- Actively listens and promotes respectful two-way dialogue.
- Is interested in other people's motivations and perspectives.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Prioritises a learning culture through empowerment, encouragement, praise and recognition.
- Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.
- Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives.
- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

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Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Administrative Assistant (Fire Safety Regulation)
Employer:	London Fire Commissioner
Post Number:	430219
Grade:	FRS B
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Administrative Officer (Fire Safety Regulation) (Grade: FRS C)
Staff Directly Responsible for:	None

How This Job Contributes To Our Vision

By providing an efficient administrative and support service to the Fire Safety Regulation team within the Directorate .

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines to the appropriate person.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Obtain sufficient resources, e.g. stationery, equipment, to meet own requirements.
- 1.4 Keep informed of the Brigade's policies, particularly those relating to equalities, attendance and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.

- 1.5 Keep informed of the Brigade's procedures. Carry out these procedures, asking for training and guidance if necessary.
- 1.6 Identify and agree personal development needs, identifying opportunities and discussing them with managers. Monitor own performance against agreed indicators and objectives.
- 1.7 Use the information and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.8 Take a flexible approach to the wide ranging duties of the Department, learning new skills and deputising for colleagues when required.

2. Effective working relationships

- 2.1 Establish and maintain professional working relationships with other members of staff. Ensure that the principles and practice of the Brigade's Togetherness Strategy and equalities policies are followed in all dealings with colleagues.
- 2.2 Take accurate messages for other members of staff and pass them on quickly and efficiently. Pass on other essential information to colleagues in the same way.
- 2.3 Answer the telephone politely and efficiently and help callers with their requirements. Respond to queries with due regard to the Freedom of Information Act.
- 2.4 Receive and assist visitors, identifying their requirements and helping them to achieve the purpose of their visit. Ensure that the principles and practices of the Brigade's Togetherness Strategy are followed in all dealings with other people.
- 2.5 Answer letters, e-mails and other communications promptly and efficiently, passing on information where necessary.

3. Process and supply information

- 3.1 Review, maintain and use established filing systems. Create and update systems and their documentation as required.
- 3.2 Supply information on request in the required format. Reproduce and distribute documents by appropriate means as required.
- 3.3 Maintain established computer systems. Process and manipulate data as required. Enter and retrieve data as necessary. Identify and correct errors in inputting and coding. Ensure equipment and data are safeguarded against damage and breaches of confidentiality.
- 3.4 Produce business documents as required using the Brigade's standard software. Write routine correspondence and reports appropriate to the work undertaken.
- 3.5 Produce paperwork for meetings, writing agenda and notes of proceedings as directed.

4. Tasks relating to goods, services, personnel and events

- 4.1 Review and run administrative procedures using both computer and paper-based systems.

- 4.2 Make arrangements for people to attend appointments, including the production of paperwork and maintaining records and diaries as required.
- 4.3 Organise the planning and running of events, meetings and interviews. Organise bookings and the provision of documentation, audio-visual equipment, refreshments, reception etc, as required.
- 4.4 Process claims for payment, invoices and documentation for purchases as required, checking computations and dealing with discrepancies.
- 4.5 Carry out regular audits of stock and equipment held in the office. Ensure that repairs and maintenance are undertaken as required.
- 4.6 When necessary undertake any administrative duties required for the smooth running of a busy office.
- 4.7 To be responsible for the ordering and receipt of required items using the Brigade's Purchase Order Management System (POMS).

5. Training

- 5.1 When required train colleagues, both permanent and temporary, in the duties of their posts.

Monitor and maintain a healthy, safe and secure workplace

- 6.
- 7.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 7.2 Carry out organisational security measures. Identify and report any security risk or breaches.
- 7.3 Undertake duties with due regard for the environment.

Note : In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

Date: 3 August 2022

Selection Criteria for: Administrative Assistant (FSR) **Grade:** FRS B

1. Experience

- 1.1 Experience of writing correspondence, minutes and short reports in plain English, using correct grammar, spelling and appropriate vocabulary.
- 1.2 Experience of performing arithmetical calculations; checking claims and invoices, detecting errors and making corrections and producing simple statistics.
- 1.3 Experience of organising, planning and prioritising own work; meeting deadlines and targets while working flexibly within a team.
- 1.4 Experience of using standard computerised office systems and specialised computer databases together with an understanding of their role in an office environment;
- 1.5 Experience of undertaking multi-step manual and computerised administrative processes.
- 1.6 Keyboard skills of a sufficient standard to enter data and create documents with speed and accuracy.

2. Skills

- 2.1 The ability to communicate with people in a professional and helpful manner in order to exchange information and to offer advice and assistance.
- 2.2 The ability to use interpersonal skills that contribute to a team-working environment where colleagues demonstrate mutual respect, care and consideration;
- 2.3 The ability to train others in the work of the team.

3. Knowledge

- 3.1 An understanding of the reasons for having an equalities policy and why it is observed in all areas of work and behaviour. An understanding of one's own individual responsibility with regard to the policy.
- 3.2 A thorough understanding of one's individual responsibility with regard to health and safety practice in the workplace.
- 3.3 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in an office environment.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 3 August 2022

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London. Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance. Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like. For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none"> • Is self-reflective and accepts constructive feedback. • Aware of own emotions and seeks to manage these. • Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none"> • Is aware and accepting of the diverse beliefs, culture and traditions of others. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none"> • Consistent and reliable, prioritising building trust with others. • Open-minded, unbiased and honest in their approach. • Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
Summary: <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.

27 January 2022



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Education Team Manager (Safety First)
Post number:	430331
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Deputy Youth Engagement Manager (Grade: FRS E)
Staff Directly Responsible For:	Education Team Co-ordinator (Safety First) x 1 (Grade: FRS B) Education Support Officer (Safety First) X 3 (Grade FRS B)

How This Job Contributes To Our Vision

By managing the personnel and physical resources within the assigned Education Team (Safety First) to ensure that activities are planned and co-ordinated to meet department and Brigade objectives and to support competent service delivery.

MAIN DUTIES AND RESPONSIBILITIES

- 1. Performance and self-development**
 - 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
 - 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Freedom of Information Act.

3 Management and leadership

- 3.1 Manage the work of the Education Team (Safety First). Ensure that their output is planned, measured and delivered according to the Brigade's agreed community safety aims and objectives. Identify priorities for action against measured risk, review targets and methods following appropriate consultation and agreement.
- 3.2 Manage the performance and development of personnel in line with the Brigade's standards, policies and guidelines by direct observation and feedback from other sources.
- 3.3 Assess performance against planned objectives, identify development needs, plan and organise training and learning events to meet desired outcomes.
- 3.4 Lead and support staff within the team to ensure consistent provision of advice, guidance and support is given to staff.
- 3.5 Ensure all guidelines and Brigade policies in relation to youth engagement are adhered to.
- 3.6 Provide support to the Deputy Youth Engagement Manager across a range of activities, as required and commensurate with the grade of the post.
- 3.7 Manage the gathering and analysis of information on staff and service delivery. Monitor key performance indicators in order to provide information on achievement and best practice to principal managers, Members and the GLA.

- 3.8 Promote awareness of current legislation relating to community engagement and ensure that staff are informed of developments in national and Brigade policy.

4. Scheme Management

- 4.1 Guide, assist and support the youth engagement staff and senior managers to ensure an appropriate level of service provision.
- 4.2 Organise training for youth engagement staff in the acquisition and maintenance of the skills required in their role. Identify and source provision of suitable training.
- 4.3 Monitor, evaluate and review the systems to ensure ongoing improvement of service provision and ensure that appropriate service standards are maintained and targets met.
- 4.4 Maintain awareness of issues affecting young people and ensure staff are aware of current best practice in the field of youth engagement.
- 4.5 Where appropriate, liaise with colleagues in partner organisations and relevant sections within the Brigade, to ensure there is a co-ordinated and consistent approach to delivery of youth engagement including training.
- 4.6 Manage staff work performance and all related matters, including identifying training needs, welfare issues or disciplinary matters.
- 4.7 Take responsibility for the availability of information and resources including a directory of useful contacts within relevant organisations. Ensure the safekeeping and security of supplies and stocks.
- 4.8 Develop and maintain office systems utilising information technology applications and accessing the Brigade's information system, in accordance with the code of practice to ensure awareness of current issues.
- 4.9 Deliver presentations to external bodies to raise awareness of the Brigade's youth programmes and raise funding.
- 4.10 Quality assure youth programmes to ensure consistent, high standards of delivery.
- 4.11 Produce briefs, proposals and reports for managers and external agencies as required.

5 Child protection and safeguarding

- 5.1 Ensure that all relevant child protection guidelines and procedures issued by the Brigade are complied with by all staff involved in the scheme.
- 5.2 Remain abreast and ensure staff are informed of changes in the legislation regarding child protection and the safeguarding of children's welfare.
- 5.3 Ensure confidentiality of sensitive and personal information and security of data under the requirements of the Children Act and the Data Protection Act.

5.4 Share current and relevant information with other teams as well as other agencies, as required under the Children Act.

6. Monitor and maintain a healthy, safe and secure workplace

6.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintain a safe and healthy workplace and lone working in the community. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.

6.2 Carry out organisational security measures. Identify and report any security risk or breaches.

6.3 Monitor team compliance with the practices and procedures established to support the Brigade's lone worker policy, ensuring staff receive adequate training in personal safety.

6.4 Monitor staff stress levels and emotional wellbeing, providing relevant support where appropriate.

6.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder will be expected to undertake travelling across London and the UK as part of the role. They will also be required to work evenings and weekends.

Date: 9 October 2019

1 Experience

- 1.1 Experience of working with children, young people and families, including those identified as vulnerable or at-risk by other agencies.
- 1.2 Experience of working with external bodies such as youth organisations in order to achieve Brigade objectives.
- 1.3 Experience of organising, planning and prioritising own work and that of a team, working flexibly to meet deadlines and Brigade aims and objectives.
- 1.3 Experience of staff management, development, training and motivation.
- 1.4 Experience of working with volunteers and/or personal volunteering in the community.
- 1.5 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.
- 1.6 Experience of monitoring and analysing team performance to improve service delivery and ensure continuous high standards of practice are maintained.

2 Skills

- 2.1 Good interpersonal skills in order to establish and maintain positive working relationships both internally and externally.
- 2.2 Effective oral communication skills in order to deliver presentations and liaise with staff at all levels and representatives of external organisations, ensuring excellent levels of customer care at all times.
- 2.3 Well developed written skills in order to write proposals, briefing/guidance notes, letters and reports.
- 2.4 Ability to co-ordinate a peripatetic workforce to ensure consistency of approach to achieve Brigade objectives.

3 Knowledge

- 3.1 A good understanding of youth engagement delivery and uniformed youth organisations across the UK.
- 3.2 An awareness of UK education system with specific reference to PSHE and Citizenship education provision and how this relates to the fire and rescue service.
- 3.3 An understanding of the role of volunteering within youth engagement activities.

- 3.4 Good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others.
- 3.5 An understanding of the importance of confidentiality and security of information and awareness of relevant legislation including the Children Act, the Data Protection Act and the Freedom of Information Act.
- 3.6 An understanding of the individual and managerial responsibilities to ensure the equality policy is observed throughout all aspects of the Brigade's work and behaviour.
- 3.7 An awareness of individual and managerial responsibilities with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 9 October 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Education Team Manager (Safety First)
Post number:	430331
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Deputy Youth Engagement Manager (Grade: FRS E)

Staff Directly

Responsible For: Education Team Co-ordinator (Safety First) x 1 (Grade: FRS B)
Education Support Officer (Safety First) X 3 (Grade FRS B)

How This Job Contributes To Our Vision

By managing the personnel and physical resources within the assigned Education Team (Safety First) to ensure that activities are planned and co-ordinated to meet department and Brigade objectives and to support competent service delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Freedom of Information Act.

3 Management and leadership

- 3.1 Manage the work of the Education Team (Safety First). Ensure that their output is planned, measured and delivered according to the Brigade's agreed community safety aims and objectives. Identify priorities for action against measured risk, review targets and methods following appropriate consultation and agreement.
- 3.2 Manage the performance and development of personnel in line with the Brigade's standards, policies and guidelines by direct observation and feedback from other sources.
- 3.3 Assess performance against planned objectives, identify development needs, plan and organise training and learning events to meet desired outcomes.
- 3.4 Lead and support staff within the team to ensure consistent provision of advice, guidance and support is given to staff.
- 3.5 Ensure all guidelines and Brigade policies in relation to youth engagement are adhered to.
- 3.6 Provide support to the Deputy Youth Engagement Manager across a range of activities, as required and commensurate with the grade of the post.
- 3.7 Manage the gathering and analysis of information on staff and service delivery. Monitor key performance indicators in order to provide information on achievement and best practice to principal managers, Members and the GLA.

- 3.8 Promote awareness of current legislation relating to community engagement and ensure that staff are informed of developments in national and Brigade policy.

4. Scheme Management

- 4.1 Guide, assist and support the youth engagement staff and senior managers to ensure an appropriate level of service provision.
- 4.2 Organise training for youth engagement staff in the acquisition and maintenance of the skills required in their role. Identify and source provision of suitable training.
- 4.3 Monitor, evaluate and review the systems to ensure ongoing improvement of service provision and ensure that appropriate service standards are maintained and targets met.
- 4.4 Maintain awareness of issues affecting young people and ensure staff are aware of current best practice in the field of youth engagement.
- 4.5 Where appropriate, liaise with colleagues in partner organisations and relevant sections within the Brigade, to ensure there is a co-ordinated and consistent approach to delivery of youth engagement including training.
- 4.6 Manage staff work performance and all related matters, including identifying training needs, welfare issues or disciplinary matters.
- 4.7 Take responsibility for the availability of information and resources including a directory of useful contacts within relevant organisations. Ensure the safekeeping and security of supplies and stocks.
- 4.8 Develop and maintain office systems utilising information technology applications and accessing the Brigade's information system, in accordance with the code of practice to ensure awareness of current issues.
- 4.9 Deliver presentations to external bodies to raise awareness of the Brigade's youth programmes and raise funding.
- 4.10 Quality assure youth programmes to ensure consistent, high standards of delivery.
- 4.11 Produce briefs, proposals and reports for managers and external agencies as required.

5 Child protection and safeguarding

- 5.1 Ensure that all relevant child protection guidelines and procedures issued by the Brigade are complied with by all staff involved in the scheme.
- 5.2 Remain abreast and ensure staff are informed of changes in the legislation regarding child protection and the safeguarding of children's welfare.
- 5.3 Ensure confidentiality of sensitive and personal information and security of data under the requirements of the Children Act and the Data Protection Act.

5.4 Share current and relevant information with other teams as well as other agencies, as required under the Children Act.

6. Monitor and maintain a healthy, safe and secure workplace

6.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintain a safe and healthy workplace and lone working in the community. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.

6.2 Carry out organisational security measures. Identify and report any security risk or breaches.

6.3 Monitor team compliance with the practices and procedures established to support the Brigade's lone worker policy, ensuring staff receive adequate training in personal safety.

6.4 Monitor staff stress levels and emotional wellbeing, providing relevant support where appropriate.

6.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder will be expected to undertake travelling across London and the UK as part of the role. They will also be required to work evenings and weekends.

Date: 9 October 2019

1 Experience

- 1.1 Experience of working with children, young people and families, including those identified as vulnerable or at-risk by other agencies.
- 1.2 Experience of working with external bodies such as youth organisations in order to achieve Brigade objectives.
- 1.3 Experience of organising, planning and prioritising own work and that of a team, working flexibly to meet deadlines and Brigade aims and objectives.
- 1.3 Experience of staff management, development, training and motivation.
- 1.4 Experience of working with volunteers and/or personal volunteering in the community.
- 1.5 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.
- 1.6 Experience of monitoring and analysing team performance to improve service delivery and ensure continuous high standards of practice are maintained.

2 Skills

- 2.1 Good interpersonal skills in order to establish and maintain positive working relationships both internally and externally.
- 2.2 Effective oral communication skills in order to deliver presentations and liaise with staff at all levels and representatives of external organisations, ensuring excellent levels of customer care at all times.
- 2.3 Well developed written skills in order to write proposals, briefing/guidance notes, letters and reports.
- 2.4 Ability to co-ordinate a peripatetic workforce to ensure consistency of approach to achieve Brigade objectives.

3 Knowledge

- 3.1 A good understanding of youth engagement delivery and uniformed youth organisations across the UK.
- 3.2 An awareness of UK education system with specific reference to PSHE and Citizenship education provision and how this relates to the fire and rescue service.
- 3.3 An understanding of the role of volunteering within youth engagement activities.

- 3.4 Good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others.
- 3.5 An understanding of the importance of confidentiality and security of information and awareness of relevant legislation including the Children Act, the Data Protection Act and the Freedom of Information Act.
- 3.6 An understanding of the individual and managerial responsibilities to ensure the equality policy is observed throughout all aspects of the Brigade's work and behaviour.
- 3.7 An awareness of individual and managerial responsibilities with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 9 October 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job description

Job Title:	Education Support Officer (Safety First)
Employer:	London Fire Commissioner
Post No:	430330 (x3)
Grade:	FRS B
Directorate:	Operations
Department:	Community Safety
Location:	As allocated
Reports To:	Education Team Manager (Safety First) (Grade: FRS D)
Staff Directly Responsible For:	None

How This Post Contributes To our Vision

By imparting fire safety information to children and young people of school age.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and Self Development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

- 1.6 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use Policy (AUP)
- 1.7 Use all information systems in accordance with the Data Protection Act and with regards to the freedom of information Act.
- 1.8 To undertake ad hoc work on a range of issues as directed, and to provide summary of findings to management.
- 1.9 To answer all enquiries politely and efficiently and help Brigade staff and external organisations with their requirements, ensuring the highest level of customer care.
- 1.10 To receive and assist visitors, both internal and external, identifying their requirements and helping them to achieve the purpose of their visit.
- 1.11 To produce letters confirming appointments and update calendars to reflect visits being attended
- 1.12 To organise and clerk Team meetings, prepare agendas and minutes for distribution and undertaking any follow up action as required .

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed when dealings with colleagues and members of the public.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Data Protection Act and Freedom of Information Act.
- 2.3 To take accurate and sufficient messages for other members of staff and pass them on quickly and efficiently.

3. Educational visits

- 3.1 To visit schools and other locations to deliver fire safety education to members of the community ensuring the messages are delivered in a manner consistent with the Brigade's aims and values.
- 3.3 To liaise with external agencies to confirm and book appointments.

Administration

- 4.1 To ensure spreadsheets both manual and computerised are completed in a timely manner
- 4.2 To produce business documents as required using the Brigade's standard software. Write routine correspondence and brief reports appropriate to the work undertaken.
- 4.3 To maintain records / information in connection with workload, as required. I.e. ensure full details of all youth engagement events are recorded appropriately

4.4 To ensure that an adequate supplies of fire safety educational materials are readily available for use, maintaining all IT resources provided keeping them securely stored and kept in reasonable condition.

4.5 To act proactively in resolving any ICT issues and work in accordance with Lone Worker Guidance.

5. Monitor and maintain a healthy, safe and secure workplace

5.1 Organise own work to minimise risk. Be aware of own responsibilities and maintain a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.

5.2 Carry out organisational security measures. Identify and report any security risk or breaches.

5.3 Comply with practices and procedures established to support the Brigade's lone worker policy.

5.4 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Use all information systems in accordance with the Data Protection Act.

5.5 Ensure all tasks perform are carried out in line with Brigade Policy's and share best practice with team members.

Note 1: In addition to the duties stated above you may, from time to time, be required to undertake additional duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are shortlisted, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Note 3: To accommodate all youth engagement activities the nature of the duties will involve some early morning, evening and weekend working. Your core hours will be adjusted to accommodate this.

Note 4: The duties will involve travel, mainly within London.

Date: 09 October 2019

Selection Criteria For: Education Support Officer (Safety First) **Grade:** FRS B

1. Experience

- 1.1 Experience of imparting education to children and young people
- 1.2 Experience of maintaining record systems (both computerised and manual).
- 1.3 Experience of working flexibly with minimal supervision.
- 1.4 Experience of using a range of Information Technology applications including Microsoft Word, Excel and PowerPoint , together with good keyboard skills and an awareness of the ways in which IT applications can be utilised in the context of the duties of the post.

2. Skills

- 2.1 Effective oral communication skills in order to deliver education effectively.
- 2.2 Good interpersonal skills in order to develop a rapport with pupils and staff within schools, as well as Brigade personnel.
- 2.3 Good organisational skills in order to plan and prioritise own workload.

3. Knowledge

- 2.4 Ability to acquire knowledge of common causes of fire in the home, those most at risk from fire and the methods of minimising the risk to all occupiers.
- 2.5 An awareness of equality issues and how they impact in the context of the role of this post and in delivering presentations to a young and diverse audience.
- 2.6 An understanding of Child Protection issues, particularly in relation to the duties of this post.
- 2.7 An understanding of good health and safety practice to ensure the health and safety of self and others together with an awareness of the regulations that govern the use of display screen equipment.
- 2.8 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in the working environment.

Note 1: The successful applicant will be expected to take annual leave during school holidays.

Note 2: The successful applicant will be required to travel to locations across the Greater London area and attend these venues from the start of their working day.

Note 3: As the post involves working with children and young people , the successful applicant will be required to undergo a DBS check, which is required for appointments involving substantial access to children.

Note 4: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet

each of the highlighted selection criteria separately, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 09 October 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Title:	Education Team Bookings Coordinator (Safety First)
Employer:	London Fire Commissioner
Post No:	430332
Grade:	FRS B
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports To:	Education Team Manager (Safety First) - (Grade: FRS D)
Staff Directly Responsible For:	None

How This Job Contributes to Our Vision

By coordinating educational visits to schools delivered by the Education Team (Safety First).

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and Self Development

- 1.1 Plan and prioritise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines to the appropriate person
- 1.2 To maintain records and make these available as necessary, either on a regular basis or in response to special request.
- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 To organize, clerk and attend departmental meetings, prepare agendas and minutes when required and ensure follow up action is completed in a timely manner
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.

1.7 Respond to mailbox/ phone enquiries and provide standard correspondence to schools and staff.

2. Schools booking procedure

2.1 To be responsible for all elements of the schools booking procedure for both Safety First visits and primary schools visits delivered by the Education Team.

2.2 To liaise with schools by telephone and/or in writing to cancel visits and rearrange, as necessary.

2.4 Assist youth staff and managers in promoting youth activities when engaging with partner agencies.

2.5 Continually review Education Officers' schedule of visits ensuring maximum available time is spent delivering fire safety education to the community.

2.6 To respond to any general enquiry received regarding youth engagement activities, and school visits as requested

3. Effective working relationships

3.1 Establish and maintain professional and effective working relationships with Brigade staff and external organizations. Ensure that the principles and practice of the Brigade's Togetherness Strategy and equalities policies are followed in dealings with colleagues.

3.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Freedom of Information Act.

3.3 To participate in meetings and initiatives in a positive, professional and proactive manner.

4. Educational visits

4.1 To participate, generate and facilitate youth activities and other community safety events inside and outside of the school environment.

4.2 To distribute appropriate fire safety resource material in support of the Brigade's youth programmes.

4.3 To liaise with schools and staff attending events, to confirm pre-booked appointment /visits.

4.4 On occasions and if required visit schools and other locations to deliver fire safety education to members of the community ensuring the messages are delivered in a manner consistent with the Brigade's aims and values.

5. Administration and Visits Co-ordination

5.1 To maintain accurate records / information in connection with workload, as required.

5.2 To ensure that adequate supplies of fire safety educational and promotional material are readily available for use and to maintain such resources securely and in reasonable condition to ensure quality of service.

5.3 To access the Brigade's information systems, in accordance with the ICT Acceptable Use policy, to maintain awareness of current issues.

5.4 To undertake basic research on a range of issues, to answer letters, emails and other communication

promptly and efficiently, passing on information as necessary. Take minutes for management meetings.

6. Monitor and maintain a healthy, safe and secure workplace

- 6.1 Organize own and the teams work to minimize risk. Be aware of own responsibilities in order to maintain a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimized and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 6.2 To maintain an awareness of Brigade policies and abide by any legislative requirements affecting the work of the post holder e.g.: Safeguarding Children Policy.
- 6.3 Comply with practices and procedures established to support the Brigade's lone worker policy.
- 6.4 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties stated above you may, from time to time, be required to undertake additional duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: As necessary to undertake school visits, the post holder will be required to do so by use of Public Transport or, if they prefer, their own car (travelling expenses will be reimbursed). Parking facilities cannot be guaranteed at either place of work or the school visited.

Date: 9 May 2022

Selection Criteria For: Education Team Bookings Coordinator (Safety First) **Grade:** FRS B

1. Experience

- 1.1 Experience of organizing, planning and prioritizing work; meeting deadlines and targets while working flexibly within a team.
- 1.2 Experience of using a range of Information Technology applications (the Brigade currently uses the Microsoft suite of applications), together with good keyboard skills and an awareness of the ways in which IT applications can be utilized in the context of the duties of the post.
- 1.3 Experience of writing correspondence and short reports in plain English, using correct grammar, spelling and appropriate vocabulary.
- 1.4 Experience of undertaking multi step manual and computerized administration, data collection and manipulation in order to provide management information.
- 1.5 Experience of working in a customer service focused role, displaying the ability to achieve targets and meet deadlines.
- 1.6 Experience of working with minimal supervision.

2. Skills

- 2.1 Excellent oral communication skills in order to deliver educational workshops effectively and the ability to communicate with people in a polite and helpful manner in order to exchange information and to offer advice and assistance in person or over by phone
- 2.2 Strong written communication skills with the ability to respond clearly and concisely to emails confirming school's bookings event attendance.
- 2.3 Good interpersonal skills in order to develop a rapport with children and Brigade personnel to promote the services provided by LFB's youth engagement teams in a positive manner.
- 2.4 Good organizational skills in order to plan and prioritize own workload and that of the team.

3. Knowledge

- 3.1 An awareness of equality issues and how they impact in the context of the role of this post and in delivering presentations to a diverse audience.
- 3.2 An understanding of Child Protection issues, particularly in relation to the duties of this post.
- 3.3 An understanding of good health and safety practice to ensure the health and safety of self and others together with an awareness of the regulations that govern the use of display screen equipment.
- 3.4 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in the working environment.

Note 1: The successful applicant will be expected to take annual leave during school holidays.

Note 2: As the post involves working with children, the successful applicant will be required to undergo a Police check (enhanced DBS), which is required for appointments involving substantial access to children.

Note 3: These are the criteria against which your suitability for the post will be assessed. You must

show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Note 4: To accommodate all youth engagement activities the nature of the duties will involve some early morning, evening and weekend working. Your core hours will be adjusted to accommodate this.

Date: 9 May 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary:

- Consistent and reliable, prioritising building trust with others.
- Open-minded, unbiased and honest in their approach.
- Is willing to discuss their own and other's emotions.

TOGETHERNESS:

B4 Inclusive

Includes others and welcomes everyone.

Summary:

- Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.
- Recognises and respects other people's skills, strengths, views, ideas and suggestions.
- Is approachable and communicates in a clear, sensitive and concise manner.

B5 Teamwork

Works with others to achieve results.

Summary:

- Works collaboratively with people by co-operating and consulting to achieve joint outcomes.
- Actively listens and promotes respectful two-way dialogue.
- Is interested in other people's motivations and perspectives.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Prioritises a learning culture through empowerment, encouragement, praise and recognition.
- Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively.
- Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives.
- Shows accountability over mistakes and delays.
- Seeks clear direction and information, checking things are working.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Maintains health and safety in the workplace and acts to mitigate risks in their work.
- Makes evidence-based decisions to improve service delivery.
- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Youth Intervention Team Leader
Post No:	450217
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169, Union Street, SE1
Reports To:	Youth Intervention Manager (Grade: FRS E)
Staff Directly Responsible For:	1 x Youth Intervention Assistant (Grade: FRS B)

How This Job Contributes To Our Vision:
Delivering the Brigade's centrally run youth intervention courses and offering support and guidance to new youth intervention schemes to address community safety objectives in relation to young people and the communities they live in.

MAIN DUTIES AND RESPONSIBILITIES

- 1. Performance and self development**
 - 1.1 Plan, organise and participate in work activities to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
 - 1.2 Keep up to date with information, including statutory changes and initiatives in relation to youth intervention and the community safety aspects of the post.
 - 1.3 Keep informed of Brigade policies in relation to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with policies, seeking guidance and development where necessary.
 - 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.

- 1.5 Identify and agree personal development needs in accordance with current policies, identifying opportunities and discussing them with line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Use all information systems in accordance with the GDPR, Data Protection Act and with regard to the Freedom of Information Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and considerate working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Togetherness Strategy, and equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy.
- 2.3 Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only, as required by the GDPR, Data Protection Act and the Freedom of Information Act.
- 2.3 Create and ensure the provision of a suitable developmental environment for young people and staff to support youth intervention activities.

3. Support and information

- 3.1 Provide information on relevant issues to youth intervention staff and participants as necessary.
- 3.2 Provide statistical information on the performance and development of young people and programme outcomes.
- 3.3 Provide authorised information about youth intervention programmes, development activities and the Brigade and its services to the public and the media, on request.
- 3.4 Provide information on future developments, policies, procedures and working practices, to update and gain the support of Brigade personnel.
- 3.5 Provide information internally and externally as appropriate and in line with policies procedure and statutory requirements to support the safeguarding and welfare of young people.

4. Administration and management

- 4.1 Be responsible for the management, development and motivation of staff, identifying and agreeing personal development needs for direct reports in accordance with agreed policies and practices.
- 4.2 Ensure staff adhere to corporate policies e.g. Attendance Management, ICT Acceptable Use, Equalities. Seek out and develop external funding sources to support delivery of the youth intervention programme as necessary, building capacity as required. Prepare and provide funding bids to obtain financial resources to support our youth intervention provision as necessary.

- 4.3 Maintain robust systems for the management of budgets and control of financial transactions ensuring compliance with the requirements of the Brigade's finance department, funding bodies and partner agencies.
- 4.4 Complete personnel and training records as part of day to day duties, to support information management.
- 4.5 Supervise and coordinate the activities of staff, participants and groups of young people participating in youth intervention activities providing support, guidance and delivery of courses.
- 4.6 Make arrangements for supply and delivery of resources for youth intervention courses, matching staff, equipment and other resources to meet service delivery needs, including working with outside suppliers.
- 4.7 Monitor the use of youth intervention equipment and resources in order to ensure appropriate routine maintenance and arrange or provide necessary service or repair.
- 4.8 Control stock and issue physical resources for youth intervention events at course venues.
- 4.9 Plan and organise established youth intervention courses, scheduling activities to optimise use of available resources.
- 4.10 Provide practical support and advice to allow the implementation of change to new and existing youth intervention projects.
- 4.11 Contribute to the Quality Assurance process to ensure consistent delivery of youth intervention programmes across Brigade, promoting continual improvement.

5. Monitor and maintain a healthy, safe and secure workplace

- 5.1 Organise work activities to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, all risks are minimised and all health and safety aspects of youth intervention work are delivered, recorded and accessible according to recognised procedures.
- 5.2 Operate equipment following agreed procedures and in line with training given.
- 5.3 Report safety events in accordance with established procedures. Lead on youth intervention safety event investigations in liaison with and reporting findings to line manager.
- 5.4 Ensure all risk assessments relating to the activities and the venue are adhered to. Regularly review activity risk assessments appropriate to the venue.
- 5.5 Carry out the duties of the post in line with agreed policies, in particular those regarding data protection, child protection, equalities and health and safety.
- 5.6 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5.7 Consider environmental impact when carrying out duties of the post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade, such duties to be commensurate with the responsibilities and grading of the post.

Note 2: This post may require out of hours working and at various locations across London.

Date: 16 October 2020

1. Experience/Qualifications

- 1.1 Experience of leading multi disciplinary teams to deliver quality outputs in a training or similar environment.
- 1.2 Experience of working flexibly as a member of a team with minimal supervision.
- 1.3 Experience of working with young people and/or voluntary organisations including the ability to motivate and develop individuals through learning and training events.
- 1.4 Experience of working with external bodies to influence and work effectively with them in partnership to achieve Brigade objectives.

2. Skills

- 2.1 Good interpersonal skills in order to develop and maintain effective working relationships both internally and externally, particularly with public and voluntary groups within a diverse, multi-cultural community.
- 2.2 Good communication and presentation skills in order to liaise and interact effectively with staff at all levels, members of the public and representatives of external organisations and to prepare correspondence and reports.
- 2.3 Good analytical skills in order to record information about courses to provide concise summaries of findings.
- 2.4 Ability to support and develop people to achieve personal and organisational objectives.
- 2.5 Good IT skills using standard MS Office application and a demonstrable understanding of how they be used to work effectively.

3. Knowledge

- 3.1 Knowledge of youth intervention issues together with an awareness of good practice in community engagement.
- 3.2 An understanding of individual and managerial responsibilities with regard to health and safety in the work place.
- 3.3 An understanding of the reasons for having an equality policy and why it is observed in work and behaviour and of the individual responsibility of the post holder.
- 3.4 An understanding of the need to maintain appropriate confidentiality in accordance with the relevant policies and the legal requirements of the GDPR, Data Protection Act and the Freedom of Information Act.

Note 1: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant

criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed

Note 2: As the post involves working with children, the successful applicant will be required to undergo an enhanced DBS check, which is required for appointments involving substantial access to children

Note 3: The nature of the role will involve travelling to different venues mainly within the Greater London area and may involve evening and weekend working. Reimbursement for additional travelling expenses and working outside of contracted hours will be made in accordance with relevant policies.

Date: 16 October 2020



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Our vision –We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Title:	Community Safety Manager (Health)
Employer:	London Fire Commissioner
Post No:	430265
Grade:	FRS F
Directorate:	Director of Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1 0LL
Reports To:	Deputy Head of Community Safety (Grade: FRS G)
Staff Directly Responsible For:	Community Safety Manager (FRS E)

How This Job Contributes To Our Vision:
This post allows the Community Safety department to deliver its community safety ambitions in the London Safety Plan. By directing the development of policies, projects and activities over the year, the Community Safety Manager (Health) is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies in relations to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry

out all activities in accordance with the policies, asking for training and guidance if necessary.

- 1.4 Maintain a strategic awareness and keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act and with regard to the Freedom of Information Act.

2 Effective working relationships

- 2.1 Establish and maintain professional and considerate working relationships with Brigade staff and external organisations particularly those in the health and care sectors. Ensure that the principles and practice of the Brigade's Diversity Policy and Code of Practice are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Strategy, the Data Protection Act and the Freedom of Information Act.

3. Management and leadership

- 3.1 Provide leadership by directing and managing the work of the team, according to organisational priorities and in line with commitments within the London Safety Plan.
- 3.2 Manage the performance and development of staff within the CS Health team with the aim of providing an efficient and effective service.
- 3.3 Ensure that the Brigade's values, aims and objectives are actively promoted within the department, including the positive and proactive support and development for all staff.
- 3.4 Support and deputise for the Deputy Head of Community Safety when necessary and work collaboratively with the CS Policy and Projects Team in order to achieve the best outcomes against the priorities set out in the London Safety Plan.
- 3.5 Represent the London Fire Brigade and, where necessary, the national fire service, on external bodies such as the Fire as Health Asset Board and other related NFCC groups.
- 3.6 Work as a member of the Community Safety Department and contribute to its aims and objectives.
- 3.7 Assess and select staff against specified assessment criteria to meet organisational need, in accordance with Brigade policies.

4. Key activities

- 4.1 Lead on the creation, planning and implementation of Community Safety development work relating to proposed and existing policies, projects and activities in support of the Brigade's strategic aims and objectives, liaising with other departments and outside organisations as necessary. This includes workstreams related to vulnerable people including Health, Care and Safeguarding.
- 4.2 Identify, secure and develop opportunities to work collaboratively with other organisations to promote fire safety for individuals, in line with organisational priorities.
- 4.3 Oversee the gathering and analysis of detailed research from a variety of sources, both internal and external, to formulate comprehensive briefing notes/reports summarising the findings.
- 4.4 Communicate, motivate and gain support for CS development from staff at all levels, providing advice, obtaining feedback and recommending change as appropriate.
- 4.5 Oversee the review and evaluation of CS policies, health projects and activities including their application across the Brigade to assess their effectiveness and to make recommendations for change where applicable.
- 4.6 Oversee the dissemination and delivery of policies and project outcomes to internal and/or external audiences, using the most appropriate method.
- 4.7 Maintain an up to date awareness of policies, legislation, fire and rescue service initiatives and local authority matters relevant to the nature of the work.
- 4.8 Represent the Department on working groups and boards and ensure appropriate follow-up action is taken as appropriate.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 5.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 5.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 5.4 Carry out the duties of the post with regard to the Brigade's Equality Policy
- 5.5 Consider equality and environmental impacts when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder may be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Note 3: This post is part of a new structure for the Operations Directorate and may be subject to change as the post develops.

Date: 1 March 2020

Selection Criteria For: Community Safety Manager (Health) **Grade:** FRS F

1. Experience

- 1.1 Experience of working at a senior level in a complex organisation with a customer – focused outlook.
- 1.2 Experience of staff management, development, training and motivation in a multi-disciplinary team environment.
- 1.3 Experience of providing proactive leadership and support to colleagues on procedural issues, in order to oversee the provision of community safety initiatives in accordance with policies and procedures.
- 1.4 Experience of using a wide range of information technology applications together with an understanding of how IT systems can be utilised effectively in an office environment.
- 1.5 Experience of providing complex written work, particularly in relation to the production of reports and the servicing of meetings.
- 1.6 Experience of working in partnership with or for health organisations to deliver successful outcomes for vulnerable people.

2. Skills

- 2.1 The ability to forge effective working relationships at all levels, both internally and externally, using good interpersonal skills, within a diverse and multi-disciplined organisation.
- 2.2 A high level of written and oral skills in order to communicate with and influence staff at all levels, members of the public and representatives of external organisations and to deliver effective presentations.
- 2.3 Analytical skills in order to undertake research of complex issues and to provide concise summaries of findings.
- 2.4 The ability to manage a variety of differing, complex processes to ensure consistent delivery and support provision to a range of individuals / groups.
- 2.5 The ability to create effective teams, monitoring and measuring output against the standards and performance indicators of the organisation.

3. Knowledge

- 3.1 Knowledge of best practice in community engagement and the regulatory and statutory framework in which it operates.
- 3.2 An awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.3 An awareness of one's responsibility as an individual and a manager for health and safety in the workplace.

3.4 An awareness of the need to maintain appropriate confidentiality and awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: Applicants for the above mentioned post must state clearly in their application the ways in which their skills and experience meet each of the selection criteria for the post. If you do not address each and every one of the criteria adequately, we may not be able to shortlist you.

Date: 1 March 2020

FRS E/FRS F LFB BEHAVIOURS

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none"> • Promotes self-reflection and acceptance of constructive feedback in order to improve. • Aware of own emotions and how to manage these. • Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none"> • Understands the importance of working with others with diverse beliefs, cultures and traditions. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none"> • Prioritises being trustworthy, leading with consistency, patience and reliability. • Demonstrates and promotes an honest and unbiased approach. • Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams. • Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions. • Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes. • Role-models active listening and encourages two-way dialogue to facilitate individual

<p>participation, respect and engagement.</p> <ul style="list-style-type: none"> • Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.
<p>B6 Empowers and coaches others</p>
<p><i>Gives autonomy to others and helps them grow.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
<p>ACCOUNTABILITY:</p>
<p>B7 Takes ownership and responsibility</p>
<p><i>Demonstrates personal accountability.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
<p>B8 Professional</p>
<p><i>Demonstrate high standards and the skills and ability to deliver,</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
<p>B9 Forward-looking</p>
<p><i>Demonstrates adaptability and anticipates change positively.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

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Job Title:	Community Safety Manager (Health)
Employer:	London Fire Commissioner
Post No:	430265
Grade:	FRS F
Directorate:	Director of Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1 0LL
Reports To:	Deputy Head of Community Safety (Grade: FRS G)
Staff Directly Responsible For:	Community Safety Manager (FRS E)

How This Job Contributes To Our Vision:

This post allows the Community Safety department to deliver its community safety ambitions in the London Safety Plan. By directing the development of policies, projects and activities over the year, the Community Safety Manager (Health) is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies in relations to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry

out all activities in accordance with the policies, asking for training and guidance if necessary.

- 1.4 Maintain a strategic awareness and keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act and with regard to the Freedom of Information Act.

2 Effective working relationships

- 2.1 Establish and maintain professional and considerate working relationships with Brigade staff and external organisations particularly those in the health and care sectors. Ensure that the principles and practice of the Brigade's Diversity Policy and Code of Practice are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Strategy, the Data Protection Act and the Freedom of Information Act.

3. Management and leadership

- 3.1 Provide leadership by directing and managing the work of the team, according to organisational priorities and in line with commitments within the London Safety Plan.
- 3.2 Manage the performance and development of staff within the CS Health team with the aim of providing an efficient and effective service.
- 3.3 Ensure that the Brigade's values, aims and objectives are actively promoted within the department, including the positive and proactive support and development for all staff.
- 3.4 Support and deputise for the Deputy Head of Community Safety when necessary and work collaboratively with the CS Policy and Projects Team in order to achieve the best outcomes against the priorities set out in the London Safety Plan.
- 3.5 Represent the London Fire Brigade and, where necessary, the national fire service, on external bodies such as the Fire as Health Asset Board and other related NFCC groups.
- 3.6 Work as a member of the Community Safety Department and contribute to its aims and objectives.
- 3.7 Assess and select staff against specified assessment criteria to meet organisational need, in accordance with Brigade policies.

4. Key activities

- 4.1 Lead on the creation, planning and implementation of Community Safety development work relating to proposed and existing policies, projects and activities in support of the Brigade's strategic aims and objectives, liaising with other departments and outside organisations as necessary. This includes workstreams related to vulnerable people including Health, Care and Safeguarding.
- 4.2 Identify, secure and develop opportunities to work collaboratively with other organisations to promote fire safety for individuals, in line with organisational priorities.
- 4.3 Oversee the gathering and analysis of detailed research from a variety of sources, both internal and external, to formulate comprehensive briefing notes/reports summarising the findings.
- 4.4 Communicate, motivate and gain support for CS development from staff at all levels, providing advice, obtaining feedback and recommending change as appropriate.
- 4.5 Oversee the review and evaluation of CS policies, health projects and activities including their application across the Brigade to assess their effectiveness and to make recommendations for change where applicable.
- 4.6 Oversee the dissemination and delivery of policies and project outcomes to internal and/or external audiences, using the most appropriate method.
- 4.7 Maintain an up to date awareness of policies, legislation, fire and rescue service initiatives and local authority matters relevant to the nature of the work.
- 4.8 Represent the Department on working groups and boards and ensure appropriate follow-up action is taken as appropriate.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 5.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 5.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 5.4 Carry out the duties of the post with regard to the Brigade's Equality Policy
- 5.5 Consider equality and environmental impacts when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder may be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Note 3: This post is part of a new structure for the Operations Directorate and may be subject to change as the post develops.

Date: 1 March 2020

Selection Criteria For: Community Safety Manager (Health) **Grade:** FRS F

1. Experience

- 1.1 Experience of working at a senior level in a complex organisation with a customer – focused outlook.
- 1.2 Experience of staff management, development, training and motivation in a multi-disciplinary team environment.
- 1.3 Experience of providing proactive leadership and support to colleagues on procedural issues, in order to oversee the provision of community safety initiatives in accordance with policies and procedures.
- 1.4 Experience of using a wide range of information technology applications together with an understanding of how IT systems can be utilised effectively in an office environment.
- 1.5 Experience of providing complex written work, particularly in relation to the production of reports and the servicing of meetings.
- 1.6 Experience of working in partnership with or for health organisations to deliver successful outcomes for vulnerable people.

2. Skills

- 2.1 The ability to forge effective working relationships at all levels, both internally and externally, using good interpersonal skills, within a diverse and multi-disciplined organisation.
- 2.2 A high level of written and oral skills in order to communicate with and influence staff at all levels, members of the public and representatives of external organisations and to deliver effective presentations.
- 2.3 Analytical skills in order to undertake research of complex issues and to provide concise summaries of findings.
- 2.4 The ability to manage a variety of differing, complex processes to ensure consistent delivery and support provision to a range of individuals / groups.
- 2.5 The ability to create effective teams, monitoring and measuring output against the standards and performance indicators of the organisation.

3. Knowledge

- 3.1 Knowledge of best practice in community engagement and the regulatory and statutory framework in which it operates.
- 3.2 An awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.3 An awareness of one's responsibility as an individual and a manager for health and safety in the workplace.

3.4 An awareness of the need to maintain appropriate confidentiality and awareness of the principles of the Data Protection and Freedom of Information Acts.

Note: Applicants for the above mentioned post must state clearly in their application the ways in which their skills and experience meet each of the selection criteria for the post. If you do not address each and every one of the criteria adequately, we may not be able to shortlist you.

Date: 1 March 2020

FRS E/FRS F LFB BEHAVIOURS

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

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Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none"> • Promotes self-reflection and acceptance of constructive feedback in order to improve. • Aware of own emotions and how to manage these. • Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none"> • Understands the importance of working with others with diverse beliefs, cultures and traditions. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none"> • Prioritises being trustworthy, leading with consistency, patience and reliability. • Demonstrates and promotes an honest and unbiased approach. • Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams. • Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions. • Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes. • Role-models active listening and encourages two-way dialogue to facilitate individual

<p>participation, respect and engagement.</p> <ul style="list-style-type: none"> • Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.
<p>B6 Empowers and coaches others</p>
<p><i>Gives autonomy to others and helps them grow.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
<p>ACCOUNTABILITY:</p>
<p>B7 Takes ownership and responsibility</p>
<p><i>Demonstrates personal accountability.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
<p>B8 Professional</p>
<p><i>Demonstrate high standards and the skills and ability to deliver,</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
<p>B9 Forward-looking</p>
<p><i>Demonstrates adaptability and anticipates change positively.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Senior Community Safety Development Officer
Employer:	London Fire Commissioner
Post No:	430133
Grade:	FRS D
Directorate:	Operations
Department:	Operations, Prevention and Response – Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Deputy Community Safety Manager, Policy & Projects (Grade: FRS E)
Staff Directly Responsible for:	Community Safety Development Officers (FRS C) x 2

How This Job Contributes To Our Vision:

This post allows the Community Safety department to deliver its community safety ambitions in the London Safety Plan. By managing a range of different projects and activities over the year, the Senior Community Safety Development Officer is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication technology systems of the Brigade in accordance with the Acceptable Use Policy. Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practices of the Brigade's Inclusion Strategy are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Inclusion Strategy, the Data Protection Act and the Freedom of Information Act.

3. Management, leadership and support

- 3.1 Manage the performance and development of reporting staff with the aim of providing a flexible and efficient service that delivers on time against the department's workplan.
- 3.2 Identify and agree personal development needs for direct reports in accordance with agreed policies and practices. Ensure that practical and theoretical skills training is provided as necessary.
- 3.3 Ensure that all Brigade policies are fully complied with, specifically the attendance management policy and the application of the lone workers policy.
- 3.4 Take part in recruitment processes for members of staff, both permanent and temporary.
- 3.5 Work as a member of the Community Safety Department and contribute to its aims and objectives.
- 3.6 Support the Deputy Community Safety Managers, including assisting with planning, operations, supervision and reporting. Deputise for them when necessary.
- 3.7 Represent the Brigade in a professional manner at all times, consistently adhering to and promoting the Brigade's values and Leadership Model.

4. Key Activities

- 4.1 Undertake research and analysis from a variety of sources, both internal and external organisations as required, and present outcomes using a range of communication techniques.
- 4.2 Develop and provide quality written documentation including policies, reports and briefing papers.
- 4.3 Utilise project management tools and methodology to ensure all activities and projects are managed and delivered in a timely manner.

- 4.4 Maintain an up to date awareness of Government legislation/initiatives relevant to the nature of the work.
- 4.5 Work with other departments, Area DACs and their staff, and external organisations in order to develop strong multi agency relationships and deliver effective partnership projects. Regularly review and keep managers updated on the development of projects.
- 4.6 Support and develop the Community Safety Development Officers in identifying, researching and delivering outputs and outcomes while working on specified projects.
- 4.7 Lead on the dissemination and delivery of policies and project outcomes to internal and/or external audiences, using the most appropriate method.

5. Administration and team working

- 5.1 Keep organised records of work activities and ensure an accurate audit trail is maintained of all decision making. Use Brigade resources to develop and maintain recording systems, both manual and computerised.
- 5.2 Work with colleagues from other parts of Community Safety or more widely within the Brigade as part of cross-cutting project teams, sometimes at the direction of Community Safety managers who are not in the line management chain.

6. General

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 6.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 6.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 6.4 Carry out the duties of the post with regard to the Brigade's Inclusion Strategy.
- 6.5 Consider inclusion and environmental impacts when carrying out the duties of the

post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Date: 31 January 2019

Selection Criteria For: Senior Community Safety Development Officer **Grade:** FRS D

1 Experience

- 1.1 Experience of working with external organisations to deliver defined objectives.
- 1.2 Experience of leading and managing staff, including their development, training and motivation.
- 1.3 Experience of organising, planning and prioritising work, with minimal supervision, to meet deadlines and standards.
- 1.4 Experience of providing support to senior managers in order to deliver specified projects that support the Brigade's aims and objectives. This will include undertaking research and producing high quality written material to managers.
- 1.5 Experience of using a wide range of information technology applications, together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2 Skills

- 2.1 Good written communication skills in order to convey information accurately and directly, including the writing of documents, reports and letters.
- 2.2 Effective verbal communication and presentation skills in order to interact with individuals or groups, including the ability to train people with different skill levels and from diverse backgrounds.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships both within the Brigade and with external groups and organisations, high risk group members, and the general public.
- 2.4 The ability to be flexible and to deliver under pressure in order to ensure that deadlines are met.
- 2.5 Analytical skills to formulate outcomes from research and propose recommendations.
- 2.6 Use project management techniques to successfully develop and deliver projects against agreed objectives.

3. Knowledge

- 3.1 Insight into the importance of community safety and an awareness of the profile and characteristics of high risk groups and the reduction of both accidental and deliberate fires.
- 3.2 Awareness of the reasons for having an inclusion strategy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.3 Awareness of one's responsibility with regard to health and safety in the workplace, both individually and as a manager.

- 3.4 An understanding of the need to maintain appropriate confidentiality in accordance with the Brigade's policy and the legal requirements of the Data Protection Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 31 January 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job title: Policy and Strategy Team Senior Development Officer

Employer: London Fire Commissioner

Post no: 430254

Grade: FRS D

Directorate: Operations

Department: Prevention and Protection

Section: Service Improvement

Location: Brigade Headquarters, 169 Union St, London, SE1

Reports to: Policy & Strategy Team Leader (FRS E)

Staff directly responsible for: 2 x Policy and Strategy Team Development Officers (FRS C)

How this job contributes to Our Vision:

This post supports the Prevention and Protection Department to deliver its ambitions in the Community Risk Management Plan. By managing a range of different workstreams and activities over the year in relation to Policy and Strategy, this is a key role contributing to successful delivery of the Brigade and Departmental strategies in relation to Fire Safety.

Main duties and responsibilities

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Maintain an up to date awareness of Government legislation/initiatives relevant to the nature of the work.

- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information and communication technology systems of the Authority in accordance with the Acceptable Use Policy. Use all information systems in accordance with the GDPR and Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practices of the Brigade's Diversity Policy and Code of Practice are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Equalities Strategy, the GDPR and Data Protection Act and the Freedom of Information Act.

3. Management, leadership and support

- 3.1 Manage the performance and development of reporting staff with the aim of providing a flexible and efficient service that delivers on time against the department's workplan.
- 3.2 Identify and agree personal development needs for direct reports in accordance with agreed policies and practices. Ensure that practical and theoretical skills training is provided as necessary.
- 3.3 Ensure that all Brigade policies are fully complied with, specifically the attendance management policy and the application of the lone workers policy.
- 3.4 Where appropriate, using a matrix management approach, ensure that each team member understands their role and function within their designated activities.
- 3.5 Take part in recruitment processes for members of staff, both permanent and temporary.
- 3.6 Work as a member of the Prevention and Protection Department and contribute to its aims and objectives.
- 3.7 Support the Policy & Strategy Team Leader, including assisting with planning, operations, supervision and reporting. Deputise for them when necessary.
- 3.8 Represent the Brigade in a professional manner at all times, consistently adhering to and promoting the Brigade's values and Leadership Model.

4. Key Activities

- 4.1 Participate in projects and lead workstreams as directed by the Policy & Strategy Manager and Team Leader
- 4.2 Undertake research and analysis from a variety of sources, both internal and external organisations as required, and present outcomes using a range of communication techniques.
- 4.3 Ensure that Prevention and Protection policies, procedures, guidance notes and documents are prepared, reviewed and published as necessary in accordance with departmental and Brigade standards.
- 4.4 Provide advice and support on strategy, policy and procedural matters to staff within the Department, and in other teams, organising and supporting information sessions as required.
- 4.5 Develop and provide quality written documentation including policies, reports and briefing papers.
- 4.6 Work with other departments and external organisations in order to develop strong multi agency relationships and deliver effective partnership work. Regularly review and keep managers updated on progress and outcomes.
- 4.7 Support and develop the Policy & Strategy Support Officers in identifying, researching and delivering outputs and outcomes while working on specified workstreams.
- 4.8 Lead on the dissemination and delivery of strategy and policy outcomes to internal and/or external audiences, using the most appropriate method.
- 4.9 Keep organised records of work activities and ensure an accurate audit trail is maintained of all decision making. Use Authority resources to develop and maintain recording systems, both manual and computerised.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 5.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 5.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 5.4 Carry out the duties of the post with regard to the Brigade's Equality Policy and in alignment with the Togetherness Strategy
- 5.5 Consider equality and environmental impacts when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Date: 13 July 2022

Selection Criteria For: Policy & Strategy Development Officer **Grade:** FRS D

1 Experience

- 1.1 Experience of working with external organisations to deliver defined objectives.
- 1.2 Experience of leading and managing staff, including their development, training and motivation.
- 1.3 Experience of organising, planning and prioritising work, with minimal supervision, to meet deadlines and standards.
- 1.4 Experience of providing support to senior managers in order to deliver specified projects that support the Authority's aims and objectives. This will include undertaking research and producing high quality written material to managers.
- 1.5 Experience of using a wide range of information technology applications, together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2 Skills

- 2.1 Good written communication skills in order to convey information accurately and directly, including the writing of documents, reports and letters.
- 2.2 Effective verbal communication and presentation skills in order to interact with individuals or groups, including the ability to provide information to people with different skill levels and from diverse backgrounds.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships both within the Authority and with external groups and organisations, high risk group members, and the general public, ensuring high levels of customer care
- 2.4 The ability to work flexibly and to deliver under pressure in order to ensure that deadlines are met.
- 2.5 Analytical skills in order to undertake research from a variety of sources and to provide concise and accurate written summaries of findings.

3. Knowledge

- 3.1 Insight into the importance of Prevention & Protection, and an awareness of the profile and characteristics of high risk groups.
- 3.2 Knowledge of relevant fire safety policy and legislation.
- 3.3 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.4 Awareness of one's responsibility with regard to health and safety in the workplace, both individually and as a manager.

3.5 An understanding of the need to maintain appropriate confidentiality in accordance with the Authority's policy and the legal requirements of the Data Protection Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 25 April 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes

<p>constructive action in response to inappropriate behaviour.</p> <ul style="list-style-type: none"> • Recognises and respects other people’s skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people’s motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

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Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Community Safety (CS) Development Officer
Employer:	London Fire Commissioner
Post Number:	430065
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1 0LL
Reports to:	Senior Community Safety Development Officer (Grade: FRS D)
Staff Directly Responsible for:	None

How This Job Contributes To Our Vision:

This post allows the Community Safety department to deliver its community safety ambitions in the London Safety Plan. By working on a range of different projects and activities over the year, the Community Safety Development Officer is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities.
- 1.3 Keep informed of the Brigade's policies and the Directorate's procedures. Carry out all work activities in accordance with the procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Represent the Brigade in a professional manner at all times.

2. Effective working relationships

2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed when dealing with all colleagues.

2.2 Deal with contacts from external organisations and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Equalities Strategy, the Data Protection Act and the Freedom of Information Act.

2.3 Work as a member of the Community Safety Development Team.

3. Key activities

3.1 Undertake research into areas of interest to community safety, using a range of quantitative and qualitative research methods appropriate to the task.

3.2 Draft a range of different types of documents, including policies, proposals, project papers, briefings and reports.

3.3 Carry out consultation with stakeholders appropriate to the task in hand; using a range of communication methods to gather views and evidence to use in developing documentation to support work.

3.4 Deliver outcomes against an agreed action plan, which sets out the timetable, quality plan and other considerations. This may include direct delivery of project elements to internal/external stakeholders, e.g. familiarisation work.

3.5 Assist the Senior Community Safety Development Officer in evaluating work using the Community Safety Evaluation Toolkit to ensure a consistent and robust approach.

3.6 Assist the Senior Community Safety Development Officer in disseminating the outcomes of projects, including through presentations to internal and/or external audiences, and ensuring that they are in line with commitments in the London Safety Plan.

4. Administration and team working

4.1 Work with colleagues from other parts of Community Safety or more widely within the Brigade as part of cross-cutting project teams, sometimes at the direction of Community Safety managers who are not in the line management chain.

4.2 Support the Senior Community Safety Development Officer when required.

4.3 Keep organised records of work activities, an audit trail of decision making and update any associated information systems.

4.4 Correspond with internal and external stakeholders as directed by the Senior Community Safety Development Officer.

- 4.5 Arrange, prepare for and attend internal and external meetings as necessary, including drafting agendas, writing minutes, dealing with correspondence and ensuring any follow up action is dealt with accordingly.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.2 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.
- 5.3 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5.4 Consider environmental impact when carrying out the duties of the post.
- 5.5 Carry out the duties of the post with regard to the Brigade's Equalities Strategy.

Note 1: The post-holder will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Note 2: As the role may involve contact with vulnerable persons, the post-holder will be required to undergo a Criminal Records Bureau [CRB] check.

Note 3: In addition to the duties set out above, the post-holder may from time to time be required to undertake additional tasks which are necessary to meet the needs of the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Date: 19 March 2019

1. Experience

- 1.1 Experience of working flexibly and proactively as a member of a team and with minimal supervision.
- 1.2 Experience of organising, planning and prioritising work to meet deadlines and standards.
- 1.3 Experience of undertaking research and analysing both numeric and textual data and providing commentary on the outcome.
- 1.4 Experience of using a range of information technology applications together with adequate keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Good analytical skills, able to review large amounts of data and determine what is relevant and distil this into accessible documents as appropriate.
- 2.2 Good written and verbal communication skills to convey information clearly and succinctly.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships within Community Safety, the wider Brigade and with external organisations.
- 2.4 Problem solving skills to assist in the delivery of assigned work and to provide effective solutions to inform decision making and delivery of prescribed activity.
- 2.5 Good presentation skills to deliver information about projects, influence stakeholders and respond to feedback to improve project outcomes.
- 2.6 Able to be flexible and adaptable to work on tasks with different durations.
- 2.7 Good organisation skills, able to manage own work, knowing when to confer and when to seek help.

3. Knowledge

- 3.1 Developed understanding of the importance of community safety and the regulatory and statutory framework in which it operates.
- 3.2 An awareness of the importance of ensuring the confidentiality and security of sensitive information, including the legal requirements of the Data Protection Act and Freedom of Information Act.
- 3.3 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, particularly in relation to community safety.
- 3.4 Knowledge of good health and safety practice both in an office environment and while working and travelling off site.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 19 March 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title: Community Safety (CS) Development Officer (Health)

Employer: London Fire Commissioner

Post No: 430261

Grade: FRS C

Directorate: Operations

Department: Fire Safety

Location: Brigade Headquarters, 169 Union Street, SE1 0LL

Reports to: Fire Safety Project Officer (Health) (Grade: FRS D)

Staff Directly

Responsible for: None

How This Job Contributes To Our Vision:

This post allows the Community Safety department to deliver its community safety ambitions in the London Safety Plan. By working on a range of different projects and activities over the year, the Community Safety Development Officer (Health) is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities.
- 1.3 Keep informed of the Brigade's policies and the Directorate's procedures. Carry out all work activities in accordance with the procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Represent the Brigade in a professional manner at all times.

2. Effective working relationships

2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policy are followed when dealing with all colleagues.

2.2 Deal with contacts from external organisations and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Togetherness Strategy, the Data Protection Act and the Freedom of Information Act.

2.3 Work as a member of the Community Safety - Health Team.

3. Key activities

3.1 Carry out day to day management of FRS B's within the CS Health Team, including the monitoring, evaluation and review of delivery, ensuring service standards are maintained and desired outcomes achieved.

3.2 Ensure that all Brigade policies are fully complied with, specifically the attendance management policy and the application of the lone workers policy.

3.3 Undertake research into areas of interest to community safety, using a range of quantitative and qualitative research methods appropriate to the task.

3.4 Draft a range of different types of documents, including policies, proposals, project papers, briefings and reports.

3.5 Carry out consultation with stakeholders appropriate to the task in hand; using a range of communication methods to gather views and evidence to use in developing documentation to support work.

3.6 Deliver outcomes against an agreed action plan, which sets out the timetable, quality plan and other considerations. This may include direct delivery of project elements to internal/external stakeholders, e.g. familiarisation work.

3.7 Assist the Fire Safety Project Officers (Health) and Community Safety Health Manager in evaluating work using the Community Safety Evaluation Toolkit to ensure a consistent and robust approach.

3.8 Assist the Fire Safety Project Officers (Health) and Community Safety Health Manager in disseminating the outcomes of projects, including through presentations to internal and/or external audiences, and ensuring that they are in line with commitments in the London Safety Plan.

4. Administration and team working

4.1 Work with colleagues from other parts of Community Safety or more widely within the Brigade as part of cross-cutting project teams, sometimes at the direction of Community Safety managers who are not in the line management chain.

- 4.2 Support the Fire Safety Project Officers (Health) and Community Safety Health Manager when required.
- 4.3 Keep organised records of work activities, an audit trail of decision making and update any associated information systems.
- 4.4 Correspond with internal and external stakeholders as directed by the Fire Safety Project Officers (Health) and Community Safety Health Manager.
- 4.5 Arrange, prepare for and attend internal and external meetings as necessary, including drafting agendas, writing minutes, dealing with correspondence and ensuring any follow up action is dealt with accordingly.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.2 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Use all information systems in accordance with the Data Protection Act.
- 5.3 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5.4 Consider environmental impact when carrying out the duties of the post.
- 5.5 Carry out the duties of the post with regard to the Brigade's Togetherness Strategy.

Note 1: The postholder will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Note 2: As the role may involve contact with vulnerable persons, the postholder will be required to undergo a Criminal Records Bureau [CRB] check.

Note 3: In addition to the duties set out above, the postholder may from time to time be required to undertake additional tasks which are necessary to meet the needs of the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Date: 24 August 2021



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue service for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job description:

Job title:	Deputy Head of Community Safety
Employer:	London Fire Commissioner
Post Number:	430292
Grade:	FRS G
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street SE1
Reports To:	Assistant Commissioner (Fire Safety)
Staff Directly Responsible for:	Community Safety Manager (Health) (Grade FRS F) Community Safety Manager Projects (Grade: FRS F) Youth Engagement Manager (Grade: FRS F) Youth Intervention Manager (Grade: FRS F) Community Safety Manager (Grade FRS F)

How this role contributes to our vision:

By providing direct assistance and support to the Head of Community Safety in the delivery of the Brigade's Community Safety ambitions.

Main duties and responsibilities

1. Strategic Support

- 1.1 Be responsible for communication and liaison within the Directorate on community safety matters.
- 1.2 Represent the Director and Head of Department and speak and negotiate on behalf of the Directorate at internal and external meetings as required.

- 1.3 Ensure that appropriate performance management arrangements are developed and maintained for monitoring and delivering the community safety function.
- 1.4 Ensure that the Brigade is represented appropriately with external bodies such as the GLA and NFCC on community safety issues.

2. Budget Management

- 2.1 Ensure that the Directorate's community safety budget allocations meet both actual and anticipated requirements and assist in the co-ordination of the annual cycle of budget/financial statement preparation and the provision of financial monitoring information for officer and member level bodies.
- 2.2 Assist the Head of Department to prepare and negotiate the Department's budget.
- 2.3 Provide an overview and commission audits for financial and contract compliance on the raising and use of external funding for community safety purposes.
- 2.4 Manage all budgets relevant to the duties of the post in accordance with the Brigade's financial regulations and procedures.

3. Community Safety

- 3.1 Provide a strategic overview of the community safety function across the Directorate, ensuring that activities are managed in accordance with the London Safety Plan, contractual obligations, the departmental plan and the relevant Brigade policies and procedures.
- 3.2 Agree the annual work plan for Community Safety with team leaders and ensure that the Brigade's Performance Management Framework contains all activities and risks and is kept up to date.
- 3.3 Develop and present new policies and procedures for the community safety function based on detailed research and internal and external consultation. Keep policies and procedures under review.
- 3.4 Deliver community safety services and projects as appropriate through direct management of central teams.
- 3.5 To provide strategic oversight and direction for the Brigade's youth engagement schemes, ensuring synergies between the different functions are identified and work planned to evolve the Brigade's overall youth offer.
- 3.6 Work with the Brigade's Communications Department, to ensure that all forms of media are considered to deliver effective and value for money community safety messages to the public.
- 3.7 Assist the Head of Department to draw up the community safety business continuity plan, risk register and recovery plan and respond to corporate monitoring requests within the Directorate's governance framework.
- 3.8 Provide reports and briefings for officers, members and external bodies on all aspects of Community Safety.
- 3.9 Take part in Brigade and national projects and working groups as required. Lead on external liaison on community safety issues with government, the GLA and other Brigades as directed by the Head of Service.

- 3.10 Ensure the confidentiality of sensitive information and the security of data within the community safety function.
- 3.11 Provide advice and assistance as necessary to Area Deputy Assistant Commissioners on matters relating to community safety to help ensure that a co-ordinated approach is maintained.

4. Staff Management

- 4.1 Manage Community safety staff and ensure that they are effectively trained and developed in their posts.
- 4.2 Develop an appropriate staffing structure for the department that will deliver expectations as set out in the London Safety Plan.
- 4.3 Support efficiency reviews of the community safety function within the Directorate.

5. Change Management

- 5.1 Support the Directorate in managing change, ensuring that systems and procedures arising as a result comply with agreed Brigade policy and Brigade standards.
- 5.2 Maintain at all times an awareness of proposals for legislative change and other initiatives (eg changes to existing funding streams or the introduction of new funding streams) on the part of central government or the GLA that may have an influence on Community Safety.
- 5.3 Work with officers in both the Operations Directorate and other Directorates to analyse the potential impact of any proposed changes to resources (human, financial and others), policies and procedures.

6. General

- 6.1 Carry out the duties of the post in accordance with the Brigade's policies, including in particular the Brigade's equalities and health and safety policies.
- 6.2 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 6.3 Establish and maintain positive working relations both within the Authority and with external groups and organisations and the general public.
- 6.4 Consider environmental impact when carrying out the duties of the post.

Note: In addition to the duties set out above, the post holder may from time to time be required to undertake additional duties necessary to meet the needs of the Brigade. Any such duties would be commensurate with the responsibilities and grading of the post.

Date: 23 April 2018

Selection Criteria For: Head of Community Safety **Grade:** FRS G

1. Experience

- 1.1 Experience of working at a senior level in a large and complex organisation providing community safety services to the public.
- 1.2 Experience of leading community safety services in a large organisation.
- 1.3 Experience of working with external partners in public, private and third sectors around health, youth and community services.
- 1.4 Experience of the successful management of organisational change and the development of projects, services, new and revised policies, procedures and standards to cater for and support change.
- 1.5 Experience of staff management, development, training and motivation in a multi-disciplinary environment.
- 1.6 Experience of financial management within a large organisation, including budget monitoring and analysis.
- 1.7 Experience of using a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised to support complex organisational functions.

2. Skills

- 2.1 Demonstrable influencing skills, able to be flexible and adaptable to different people and situations, using empathy and perception to instil confidence in others.
- 2.2 Skill at a senior management level in organising, managing and prioritising personal workloads and the work of others within a multi-disciplinary environment.
- 2.3 A high level of written and oral communication skills, coupled with an ability to convey complex information accurately and directly and experience of writing and presenting detailed and complex reports to aid others in decision making.
- 2.4 Proven analytical skills, including an ability to provide effective solutions to complex problems and to analyse management and performance information effectively and provide a departmental response to monitoring outcomes.
- 2.5 High-level inter-personal skills in order to establish sound and effective working relationships within the Brigade to Member level and to represent the LFB nationally.
- 2.6 Negotiation skills in order to steer community safety projects, policies and procedures through all stages of their development.

3. Knowledge

- 3.1 Good general knowledge of pertinent legislation, regulations and codes of practice relating to local government, employment, risk and community safety, including the achievement of value for money in local government services; and of relevant Standing Orders, Financial Regulations and other extant orders and instructions.

- 3.2 Good level of knowledge of community safety, health and youth services provided by local government and the wider public sector.
- 3.3 An awareness of health and safety and equalities issues and a commitment to ensuring appropriate policies are adhered to and implemented in the context of the work of the post.
- 3.4 An appreciation of the importance of consultation, service standards and performance indicators in the delivery of services to the community.
- 3.5 A high level understanding of the principles of project management and the ability to apply the Brigade's standard approach to project management within the workplace.
- 3.5 An awareness of the importance of ensuring confidentiality, security and accessibility of information within the context of the Data Protection, the Freedom of Information Act and the General Data Protection Regulation (GDPR).

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 23 April 2018

1. Experience

- 1.1 Experience of working flexibly and proactively as a member of a team and with minimal supervision.
- 1.2 Experience of organising, planning and prioritising work to meet deadlines and standards.
- 1.3 Experience of undertaking research and analysing both numeric and textual data and providing commentary on the outcome.
- 1.4 Experience of using a range of information technology applications together with adequate keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Good analytical skills, able to review large amounts of data and determine what is relevant and distil this into accessible documents as appropriate.
- 2.2 Good written and verbal communication skills to convey information clearly and succinctly.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships within Community Safety, the wider Brigade and with external organisations.
- 2.4 Problem solving skills to assist in the delivery of assigned work and to provide effective solutions to inform decision making and delivery of prescribed activity.
- 2.5 Good presentation skills to deliver information about projects, influence stakeholders and respond to feedback to improve project outcomes.
- 2.6 Able to be flexible and adaptable to work on tasks with different durations.
- 2.7 Good organisation skills, able to manage own work, knowing when to confer and when to seek help.

3. Knowledge

- 3.1 Developed understanding of the importance of community safety and the regulatory and statutory framework in which it operates.
- 3.2 An awareness of the importance of ensuring the confidentiality and security of sensitive information, including the legal requirements of the Data Protection Act and Freedom of Information Act.
- 3.3 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, particularly in relation to community safety.
- 3.4 Knowledge of good health and safety practice both in an office environment and while working and travelling off site.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date 24 August 2021



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Policy and Strategy Manager
Employer:	London Fire Commissioner
Post Number:	450028
Grade:	FRS F
Directorate:	Operations Delivery
Department:	Prevention and Protection
Section:	Service Improvement
Location:	Brigade Headquarters, Union Street, SE1
Reports To:	Deputy Head of Service Improvement
Staff Directly Responsible For:	FRS E Policy & Strategy Team Leader x 3

How This Job Contributes To Our Vision:

This post supports the Prevention & Protection department to deliver its ambitions in the Community Risk Management Plan by directing key projects and activities relating to Policy & Strategy. The Policy & Strategy Manager ensures that team activity matches identified current and future risks, trends and themes in relation to Fire Safety.

MAIN DUTIES AND RESPONSIBILITIES

1. Leadership and Management

- 1.1 Be responsible for the overall leadership and management of staff in the team, in line with Brigade policies, practices and management guidance.
- 1.2 Provide leadership by directing and managing the work of the team, according to organisational priorities and in line with commitments within the Departmental Strategy and the Community Risk Management Plan

- 1.3 Manage the performance and development of staff with the aim of providing an efficient and effective team that delivers on time and against agreed objectives.
- 1.4 Support and deputise for the Deputy Head of Service Improvement when necessary and work collaboratively with staff across the department and wider Brigade, in order to achieve the best outcomes against the risks and commitments set out in the Departmental strategy and the Community Risk Management Plan.
- 1.5 Assess and select staff against specified assessment criteria to meet organisational need, in accordance with Brigade policies.

2. Performance and self-development

- 2.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 2.2 Keep up to date with Prevention and Protection related information that is necessary for work activities. Maintain an up to date awareness of policies, legislation, fire and rescue service initiatives, government and local authority matters relevant to the nature of the work.
- 2.3 Keep informed of the Brigade's policies in relations to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 2.4 Maintain a strategic awareness and keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 2.5 Prepare reports and present data to outline performance against current Brigade and Departmental performance indicators in a timely and suitable format in order for managers to readily identify performance trends.
- 2.6 Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

3. Effective working relationships

- 3.1 Establish and maintain professional and considerate working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Diversity Policy and Code of Practice are followed.
- 3.2 Identify, secure and develop opportunities to work collaboratively with other organisations and partners in line with organisational priorities.
- 3.3 Represent the department, Brigade and at times the National Fire Service, and liaise with internal departments and external bodies on Prevention and Protection matters. Lead and participate, as required, on working groups, project teams and committees.

4. Key activities

- 4.1 Be responsible for the the development, production and maintenance of Prevention and Protection policy and procedures
- 4.2 Propose and support agreed strategic approaches to promoting the application and enforcement of the Brigades' Prevention and Protection policies within diverse communities and commercial sectors across London and nationally, as appropriate.

- 4.3 Research and oversee the gathering and analysis of data from a variety of sources, both internal and external, to assess effectiveness, formulate comprehensive briefing notes/reports summarising findings, and make recommendations for change where applicable.
- 4.4 Prepare and deliver briefs, presentations, reports, and correspondence with external organisations, on a range of Prevention and Protection policy issues and initiatives for a variety of audiences (including Brigade Senior Management, elected members and others, as required).
- 4.5 Lead on identified Departmental projects as and when required. Plan, deliver, monitor and evaluate against specified objectives.
- 4.6 Communicate, explain and gain support for Prevention and Protection policy developments and their implementation. Ensure the quality and appropriateness of advice given, obtaining feedback, recommending changes and developing memorandums of understanding with external partnership organisations and staff at all levels of the Brigade, as necessary.
- 4.7 Develop new policies and practices, ensuring full consultation with interested parties including, as appropriate, staff side representatives.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Carry out risk assessments for peripatetic working.
- 5.2 Manage and be accountable for the team budget. Forecast spending against set budget and regularly report on any identified variances.
- 5.3 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 5.4 Operate in line with the Brigade's Togetherness Strategy and uphold standards of behaviour that contribute towards these. Apply a consistent and appropriate approach to managing individual and diverse needs in the workplace. Carry out equality and environmental impact assessments when carrying out the duties of the post.
- 5.5 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 5.6 Use all information systems in accordance with the Data Protection and Freedom of Information Acts.

6 Subject Matter Expert Specific

In addition to the above, the person in this role will either be responsible for either 6.1 or 6.2 below:

- 6.1 Act as a Subject Matter Expert (SME) on Fire Safety Regulatory specific issues and Communications, supporting staff in the Prevention & Protection department, the wider organisation and external organisations to understand, interpret and act in accordance with relevant legislation, policies and guidance

- 6.2 Act as a Subject Matter Expert (SME) on Safeguarding, Home Fire Safety Visits, Care and Assistive Technology, and Fatal/Accidental Dwelling Fires, supporting staff in the Prevention & Protection department, the wider organisation and external organisations to understand, interpret and act in accordance with relevant legislation, policies and guidance

Note 1: In addition to the duties set out above, you may from time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder may be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Note 3: This post is part of a new structure for the Prevention and Protection Department and may be subject to change as the post develops.

Date: 9 June 2022

Selection Criteria For: Policy & Strategy Manager

Grade: FRS F

1. Experience

- 1.1 Experience of working at a senior level in a complex organisation with a customer – focused outlook.
- 1.2 Experience of staff management, development, training and motivation in a multi-disciplinary team environment.
- 1.3 Experience of providing proactive leadership and support to colleagues on procedural issues, in order to oversee the provision of fire service Prevention & Protection initiatives in accordance with policies and procedures.
- 1.4 Experience of using a wide range of information technology applications together with an understanding of how IT systems can be utilised effectively in an office environment.
- 1.5 Experience of providing complex written work, particularly in relation to the production of reports.
- 1.6 Experience of managing projects and associated risks to deliver the specified outcomes within the time, cost and quality constraints.
- 1.7 Experience of developing, implementing and reviewing policies and procedures and liaising and negotiating with a wide range of staff, including representative bodies.
- 1.8 Experience of liaising with, and influencing representatives of external organisations, partnerships, communities etc.
- 1.9 Experience of managing budgets.

2. Skills

- 2.1 The ability to forge effective working relationships at all levels, both internally and externally, using good interpersonal skills, within a diverse and multi-disciplined organisation.
- 2.2 A high level of written and oral communication skills in order to communicate with and influence staff at all levels, members of the public and representatives of external organisations and to deliver effective presentations.
- 2.3 Analytical skills in order to undertake research of complex issues and to provide concise summaries of findings.
- 2.4 The ability to manage a variety of differing, complex processes and workstreams to ensure consistent delivery and support provision to a range of individuals / groups.
- 2.5 The ability to create effective teams, monitoring and measuring output against the standards and performance indicators of the organisation.
- 2.6 The ability to project manage a variety of different individual cross cutting projects.
- 2.7 Good numerical skills in order to produce, interpret and monitor financial reports, statistical information and budgets.

3. Knowledge

- 3.1 Knowledge of best practice in fire service Prevention & Protection activity, and the regulatory and statutory framework in which it operates.
- 3.2 An awareness of the external factors and challenges faced by those that reside, work in, and visit London which may impact on Prevention and Protection activity.
- 3.3 An awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.4 An awareness of one's responsibility as an individual and a manager for health and safety in the workplace.
- 3.5 An awareness of the need to maintain appropriate confidentiality and awareness of the principles of the Data Protection and Freedom of Information Acts.
- 3.6 Good working knowledge of Prevention and Protection policy and procedures and the ways in which relevant strategies can be delivered across diverse communities in London.

In addition to the above, the person in this role will be required to have knowledge in relation to either of the following areas of work:

- 3.7 A good working knowledge of legislation, policies and guidance, and the related political environment in relation to Fire Safety Regulation and Communications, in order to act as a Subject Matter Expert (SME) for the department, organisation and externally
- 3.8 A good working knowledge of legislation, policies and guidance, and the related political environment in relation to Safeguarding, Home Fire Safety Visits, Care and Assistive Technology, and Fatal/Accidental Dwelling Fires in order to act as a Subject Matter Expert (SME) for the department, organisation and externally

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 9 June 2022

LFB BEHAVIOURS

FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Prioritises being trustworthy, leading with consistency, patience and reliability.• Demonstrates and promotes an honest and unbiased approach.• Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.• Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.• Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.
B5 Teamwork
<i>Works with others to achieve results.</i>

Summary:

- Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes.
- Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement.
- Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.

B6 Empowers and coaches others

Gives autonomy to others and helps them grow.

Summary:

- Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition.
- Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring.
- Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.

ACCOUNTABILITY:

B7 Takes ownership and responsibility

Demonstrates personal accountability.

Summary:

- Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively.
- Is accountable for mistakes and delays, taking action to resolve them.
- Seeks and provides up-to-date information and proactively monitors quality and progress.

B8 Professional

Demonstrate high standards and the skills and ability to deliver,

Summary:

- Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational.
- Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery.
- Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Is a champion for positive change, driving forward innovation and new ways of working.
- Takes the initiative to resolve problems.
- Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

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Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Community Safety Deputy Manager – Policy and Projects
Employer:	London Fire Commissioner
Post Number:	430132
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, Union Street, SE 1
Reports to:	Group Manager or Community Safety Manager (Grade: FRS F)
Staff Directly Responsible for:	Up to 3 x Community Safety Development Officers (FRS D)

How This Role Contributes To Our Vision

This post allows the Community Safety department to deliver its community safety ambitions in the London Safety Plan. By directing the development of policies, projects and activities over the year, the Community Safety Senior Development Officer is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies in relations to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Maintain a strategic awareness and keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act and with regard to the Freedom of Information Act.

2 Effective working relationships

- 2.1 Establish and maintain professional and considerate working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Diversity Policy and Code of Practice are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care and the Brigade's Inclusion Strategy, the Data Protection Act and the Freedom of Information Act.

3. Management and leadership

- 3.1 Direct and manage the performance and development of staff with the aim of providing a flexible and efficient service from the team.
- 3.2 Ensure that the Brigade's values, aims and objectives are actively promoted within the department.
- 3.3 Identify and agree personal development needs for staff in accordance with agreed policies and practices.
- 3.4 Support and deputise for the FRS F when necessary.
- 3.5 Ensure the effective implementation of matrix management arrangements when applicable.
- 3.6 Work as a member of the Community Safety Department and contribute to its aims and objectives.
- 3.7 Assess and select staff against specified assessment criteria to meet organisational need, in accordance with Brigade policies.

4. Key activities

- 4.1 Manage and undertake Community Safety development work relating to proposed and existing policies, projects and activities in support of the Brigade's strategic aims and

objectives, liaising with other departments and outside organisations as necessary. This will include the analysis of fire fatality information to identify areas of improvement required in policy and / or delivery of community safety services to the public.

- 4.2 Ensure that all equality analysis and environmental impact assessments are taken into account and the required risk assessments are conducted when considering any CS initiative.
- 4.3 Manage and undertake detailed research and analysis from a variety of sources, both internal and external, and formulate comprehensive briefing notes/reports summarising the findings.
- 4.4 Communicate, motivate and gain support for CS development from staff at all levels, providing advice, obtaining feedback and recommending change as appropriate.
- 4.5 Review CS policies and projects including their application across the Brigade to assess their effectiveness and to make recommendations for change where applicable. Oversee the dissemination and delivery of policies and project outcomes to internal and/or external audiences, using the most appropriate method.
- 4.6 Deliver the safeguarding referral support function for the Brigade, attending meetings and maintaining an up to date awareness of legislation as appropriate.
- 4.7 Work with the appropriate departments to create suitable communication resources and literature in order to support Brigade community safety campaigns.
- 4.8 Maintain an up to date awareness of Brigade policy and Government legislation/ initiatives relevant to the nature of the work.
- 4.9 Represent the team on working groups and boards and ensure appropriate follow-up action is taken as appropriate.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 5.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 5.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 5.4 Carry out the duties of the post with regard to the Brigade's Inclusion Strategy.
- 5.5 Consider equality and environmental impacts when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder may be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Note 3: This post is part of the Operations Directorate and may be subject to change as the post develops.

Date: 2 February 2023

Selection Criteria For: Community Safety Deputy Manager **Grade:** FRS E

1. Experience

- 1.1 Experience of providing policy advice and support at a senior level to principal managers.
- 1.2 Experience of producing high quality written material, including reports and papers to principal managers and senior officers.
- 1.3 Experience of managing and delivering change to support the Brigade's aims and objectives.
- 1.4 Experience of leading, managing, developing and motivating staff.
- 1.5 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Good communication and presentation skills in order to communicate clearly with others and to promote understanding of CS policies and initiatives to those within and external to the Brigade.
- 2.2 Good organisational skills, together with a flexible approach to work, identifying and responding to changing priorities whilst working to deadlines with minimal supervision.
- 2.3 Analytical, research and planning skills in order to formulate and implement policies and initiatives surrounding proposed legislative and other changes.
- 2.4 Good interpersonal skills in order to develop and maintain efficient working relationships both internally and externally.
- 2.5 Good project management skills in order to ensure that projects allocated are planned, defined and managed effectively using project management tool and techniques.
- 2.6 The ability to lead others in the development of new or improved deliverables including policies, guidance and CPD packages

3. Knowledge

- 3.1 A good working knowledge of the community safety responsibilities of a fire and rescue service working within a large and diverse population.
- 3.2 An understanding of relevant legislation, including the Fire and Rescue Services Act 2004 and the Crime and Disorder Act 1998.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 Awareness and understanding of one's responsibility as an individual and as a manager with regard to health and safety in the workplace. An understanding of the ways in which best practice could be applied in the context of the duties and responsibilities of the post.

3.5 An awareness of the need to maintain confidentiality and security of sensitive information/ data and the legal requirements of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 2 February 2023

FRS E/FRS F LFB BEHAVIOURS

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London. Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like. For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:	
B1	Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>	
Summary: <ul style="list-style-type: none"> • Promotes self-reflection and acceptance of constructive feedback in order to improve. • Aware of own emotions and how to manage these. • Asks for support or advice when needed and promotes the value of this to others. 	
B2	Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>	
Summary: <ul style="list-style-type: none"> • Understands the importance of working with others with diverse beliefs, cultures and traditions. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Promotes the importance of giving others the opportunity to express themselves without interruption/judgement. 	
B3	Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>	
Summary: <ul style="list-style-type: none"> • Prioritises being trustworthy, leading with consistency, patience and reliability. • Demonstrates and promotes an honest and unbiased approach. • Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives. 	
TOGETHERNESS:	
B4	Inclusive
<i>Includes others and welcomes everyone.</i>	
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams. • Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions. • Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise. 	
B5	Teamwork

<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes. • Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement. • Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Deputy Community Safety Development Manager
Employer:	London Fire Commissioner
Post No:	430175
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, Union Street, SE 1
Reports to:	Group Manager or Community Safety Manager (Grade: FRS F)
Staff Directly Responsible for:	Up to 2 x Senior Community Safety Development Officers (FRS D)

How This Role Contributes To Our Vision

This post allows the Fire Safety department to deliver its community safety ambitions in the London Safety Plan. By directing the development of policies, projects and activities over the year, the Deputy Community Safety Development Manager is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1 Performance and self development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies in relations to the role and the level of responsibility, particularly in relation to finance, equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.

- 1.4 Maintain a strategic awareness and keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act and with regard to the Freedom of Information Act.

2 Effective working relationships

- 2.1 Establish and maintain professional and considerate working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Diversity Policy and Code of Practice are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care and the Brigade's Equalities Strategy, the Data Protection Act and the Freedom of Information Act.

3. Management and leadership

- 3.1 Direct and manage the performance and development of staff with the aim of providing a flexible and efficient service from the team.
- 3.2 Ensure that the Brigade's values, aims and objectives are actively promoted within the department.
- 3.3 Identify and agree personal development needs for staff in accordance with agreed policies and practices.
- 3.4 Support and deputise for the FRS F or Group Manager when necessary.
- 3.5 Ensure the effective implementation of matrix management arrangements when applicable.
- 3.6 Work as a member of the Fire Safety Department and contribute to its aims and objectives.
- 3.7 Assess and select staff against specified assessment criteria to meet organisational need, in accordance with Brigade policies.

4. Key activities

- 4.1 Manage and undertake Community Safety development work relating to proposed and existing policies, projects and activities in support of the Brigade's strategic aims and objectives, liaising with other departments and outside organisations as necessary.
- 4.2 Ensure that all equality analysis and environmental impact assessments are taken into account and the required risk assessments are conducted when considering any Community Safety initiative.

- 4.3 Manage and undertake detailed research and analysis from a variety of sources, both internal and external, and formulate comprehensive briefing notes/reports summarising the findings.
- 4.4 Communicate, motivate and gain support for Community Safety development from staff at all levels, providing advice, obtaining feedback and recommending change as appropriate.
- 4.5 Review Community Safety policies including their application across the Brigade to assess their effectiveness and to make recommendations for change where applicable.
- 4.6 Evaluate the effectiveness of Community Safety projects and activities and implement change where applicable.
- 4.7 Oversee the dissemination and delivery of policies and project outcomes to internal and/or external audiences, using the most appropriate method.
- 4.8 Maintain an up to date awareness of Brigade policy and Government legislation/ initiatives relevant to the nature of the work.
- 4.9 Represent the team on working groups and boards and ensure appropriate follow-up action is taken as appropriate.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 5.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 5.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 5.4 Carry out the duties of the post with regard to the Brigade's Equality Policy
- 5.5 Consider equality and environmental impacts when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder may be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Date: 11 October 2018

Selection Criteria For: Deputy Community Safety Development Officer **Grade:** FRS E

1. Experience

- 1.1 Experience of providing policy advice and support at a senior level to principal managers.
- 1.2 Experience of producing high quality written material, including reports and papers to principal managers and senior officers.
- 1.3 Experience of managing and delivering change to support the Brigade's aims and objectives.
- 1.4 Experience of leading, managing, developing and motivating staff.
- 1.5 Experience of using a range of software applications and packages together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Good communication and presentation skills in order to communicate clearly with others and to promote understanding of Community Safety policies and initiatives to those within and external to the Brigade.
- 2.2 Good organisational skills, together with a flexible approach to work, identifying and responding to changing priorities whilst working to deadlines with minimal supervision.
- 2.3 Analytical, research and planning skills in order to formulate and implement policies and initiatives surrounding proposed legislative and other changes.
- 2.4 Good interpersonal skills in order to develop and maintain efficient working relationships both internally and externally.
- 2.5 Good project management skills in order to ensure that projects allocated are planned, defined and managed effectively using project management tool and techniques.

3. Knowledge

- 3.1 A good working knowledge of the community safety responsibilities of a fire and rescue service working within a large and diverse population.
- 3.2 An understanding of relevant legislation, including the Fire and Rescue Services Act 2004 and the Crime and Disorder Act 1998.
- 3.3 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.4 Awareness and understanding of one's responsibility as an individual and as a manager with regard to health and safety in the workplace. An understanding of the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.5 An awareness of the need to maintain confidentiality and security of sensitive information/data and the legal requirements of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 11 October 2018



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Senior Community Safety Development Officer
Employer:	London Fire Commissioner
Post No:	430061
Grade:	FRS D
Directorate:	Prevention, Protection and Policy
Department:	Prevention and Protection
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Policy and Strategy Group Team Leader(Grade: FRS E)
Staff Directly Responsible for:	Community Safety Development Officers (FRS C) x 3

How This Job Contributes To Our Vision:

This post allows Prevention and Protection to deliver its ambitions in the CRMP. By managing a range of different projects and activities over the year, the Community Safety Development Officer is a key role contributing to successful delivery of prevention and protection activities across London.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication technology systems of the Authority in accordance with the Acceptable Use Policy. Use all information systems in accordance with the GDPR and Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practices of the Brigade's Diversity Policy and Code of Practice are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Equalities Strategy, the GDPR and Data Protection Act and the Freedom of Information Act.

3. Management, leadership and support

- 3.1 Manage the performance and development of reporting staff with the aim of providing a flexible and efficient service that delivers on time against the department's workplan.
- 3.2 Identify and agree personal development needs for direct reports in accordance with agreed policies and practices. Ensure that practical and theoretical skills training is provided as necessary.
- 3.3 Ensure that all Brigade policies are fully complied with, specifically the attendance management policy and the application of the lone workers policy.
- 3.4 Where appropriate, using a matrix management approach, ensure that each team member understands their role and function within their designated activities.
- 3.5 Take part in recruitment processes for members of staff, both permanent and temporary.
- 3.6 Work as a member of the Community Safety Department and contribute to its aims and objectives.
- 3.7 Support the Community Safety Senior Development Officer, including assisting with planning, operations, supervision and reporting. Deputise for them when necessary.
- 3.8 Represent the Brigade in a professional manner at all times, consistently adhering to and promoting the Brigade's values and Leadership Model.

4. Key Activities

- 4.1 Undertake research and analysis from a variety of sources, both internal and external organisations as required, and present outcomes using a range of communication techniques.
- 4.2 Proactively identify links between current community safety projects and activities.

- 4.3 Develop and provide quality written documentation including policies, reports and briefing papers.
- 4.4 Utilise project management tools and methodology to ensure all activities and projects are managed and delivered in a timely manner.
- 4.5 Maintain an up to date awareness of Government legislation/initiatives relevant to the nature of the work.
- 4.6 Work with other departments and external organisations in order to develop strong multi agency relationships and deliver effective partnership projects. Regularly review and keep managers updated on the development of projects.
- 4.7 Support and develop the Community Safety Support Officers in identifying, researching and delivering outputs and outcomes while working on specified projects.
- 4.8 Lead on the dissemination and delivery of policies and project outcomes to internal and/or external audiences, using the most appropriate method.

5. Administration and team working

- 5.1 Keep organised records of work activities and ensure an accurate audit trail is maintained of all decision making. Use Authority resources to develop and maintain recording systems, both manual and computerised.
- 5.2 Work with colleagues from other parts of Community Safety or more widely within the Brigade as part of cross-cutting project teams, sometimes at the direction of Community Safety managers who are not in the line management chain.

6. General

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 6.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 6.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 6.4 Carry out the duties of the post with regard to the Brigade's Equality Policy and in alignment with the Togetherness Strategy
- 6.5 Consider equality and environmental impacts when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Date: 3 April 2023

Selection Criteria For: Senior Community Safety Development Officer **Grade:** FRS D

1 Experience

- 1.1 Experience of working with external organisations to deliver defined objectives.
- 1.2 Experience of leading and managing staff, including their development, training and motivation.
- 1.3 Experience of organising, planning and prioritising work, with minimal supervision, to meet deadlines and standards.
- 1.4 Experience of providing support to senior managers in order to deliver specified projects that support the Authority's aims and objectives. This will include undertaking research and producing high quality written material to managers.
- 1.5 Experience of using a wide range of information technology applications, together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2 Skills

- 2.1 Good written communication skills in order to convey information accurately and directly, including the writing of documents, reports and letters.
- 2.2 Effective verbal communication and presentation skills in order to interact with individuals or groups, including the ability to train people with different skill levels and from diverse backgrounds.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships both within the Authority and with external groups and organisations, high risk group members, and the general public.
- 2.4 The ability to be flexible and to deliver under pressure in order to ensure that deadlines are met.
- 2.5 Analytical skills to formulate outcomes from research and propose recommendations.
- 2.6 Use project management techniques to successfully develop and deliver projects against agreed objectives.

3. Knowledge

- 3.1 Insight into the importance of community safety and an awareness of the profile and characteristics of high risk groups and the reduction of both accidental and deliberate fires.
- 3.2 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.3 Awareness of one's responsibility with regard to health and safety in the workplace, both individually and as a manager.

3.4 An understanding of the need to maintain appropriate confidentiality in accordance with the Authority's policy and the legal requirements of the Data Protection Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 3 April 2023

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.• Recognises and respects other people's skills, strengths, views, ideas and suggestions.• Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none">• Works collaboratively with people by co-operating and consulting to achieve joint outcomes.• Actively listens and promotes respectful two-way dialogue.• Is interested in other people's motivations and perspectives.

B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Fire Safety Development Officer - Assistive Living Technology
Employer:	London Fire Commissioner
Post Number:	430253
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Group Manager - Community Safety Policy and Projects
Staff Directly Responsible for:	None

How This Job Contributes To Our Vision:

This post supports the Fire Safety department to deliver its community safety ambitions in the London Safety Plan. By acting as a subject matter expert for assisted living technology (ALT) and engaging with partners to promote greater safety for at risk people through ALT, managing a range of associated projects and activities, the ALT officer is a key role in reducing fire risk to at risk communities.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of Brigade and industry developments and decisions and ensure that they are carried out in the context of the duties of the post. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.

Selection Criteria For: Senior Community Safety Development Officer **Grade:** FRS D

1 Experience

- 1.1 Experience of working with external organisations to deliver defined objectives.
- 1.2 Experience of leading and managing staff, including their development, training and motivation.
- 1.3 Experience of organising, planning and prioritising work, with minimal supervision, to meet deadlines and standards.
- 1.4 Experience of providing support to senior managers in order to deliver specified projects that support the Authority's aims and objectives. This will include undertaking research and producing high quality written material to managers.
- 1.5 Experience of using a wide range of information technology applications, together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2 Skills

- 2.1 Good written communication skills in order to convey information accurately and directly, including the writing of documents, reports and letters.
- 2.2 Effective verbal communication and presentation skills in order to interact with individuals or groups, including the ability to train people with different skill levels and from diverse backgrounds.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships both within the Authority and with external groups and organisations, high risk group members, and the general public.
- 2.4 The ability to be flexible and to deliver under pressure in order to ensure that deadlines are met.
- 2.5 Analytical skills to formulate outcomes from research and propose recommendations.
- 2.6 Use project management techniques to successfully develop and deliver projects against agreed objectives.

3. Knowledge

- 3.1 Insight into the importance of community safety and an awareness of the profile and characteristics of high risk groups and the reduction of both accidental and deliberate fires.
- 3.2 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.3 Awareness of one's responsibility with regard to health and safety in the workplace, both individually and as a manager.

3.4 An understanding of the need to maintain appropriate confidentiality in accordance with the Authority's policy and the legal requirements of the Data Protection Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 4 February 2021

- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication technology systems of the Brigade in accordance with the Acceptable Use Policy. Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practices of the Brigade's Diversity Policy and Code of Practice are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Equalities Strategy, the Data Protection Act and the Freedom of Information Act.

3. Management, leadership and support

- 3.1 Maintain a complete and up-to-date library within SharePoint of subject matter papers, documentation and reports that is accessible to Fire Safety (FS) colleagues and managers, and filed systematically.
- 3.2 Ensure that FS colleagues and managers, together with external partners are regularly briefed utilising appropriate communication methods such as Brigade reports, briefing notes and PowerPoint presentations.
- 3.3 Ensure that a nominated colleague is adequately briefed to provide general subject matter coverage in their absence during leave, training, etc.
- 3.4 Where appropriate, using a matrix management approach, ensure that each team member understands their role and function within their designated activities.
- 3.5 Work as a member of the Fire Safety Department and contribute to its aims and objectives.
- 3.7 Support the Community Safety Group Manager, including assisting with planning, operations, supervision and reporting. Deputise for them when necessary for ALT related issues.
- 3.8 Represent the Brigade in a professional manner at all times, consistently adhering to and promoting the Brigade's values and Leadership Model.

4. Key Activities

- 4.1 Undertake research and analysis from a variety of sources, both internal and external organisations as required, and present outcomes using a range of communication techniques.
- 4.2 Proactively identify links between current community safety projects and activities.
- 4.3 Develop and provide quality written documentation including policies, reports and briefing papers.
- 4.4 Utilise project management tools and methodology to ensure all activities and projects are managed and delivered in a timely manner.

- 4.5 Maintain an up to date awareness of Government legislation/initiatives relevant to the nature of the work.
- 4.6 Work with other departments and external organisations in order to develop strong multi agency relationships and deliver effective partnership projects. Regularly review and keep managers updated on the development of projects.
- 4.7 Support and develop the Community Safety Support Officers in identifying, researching and delivering outputs and outcomes while working on specified projects.
- 4.8 Lead on the drafting of ALT and related policies and project outcomes for internal and/or external audiences, using the most appropriate method.

5. Administration and team working

- 5.1 Keep organised records of work activities and ensure an accurate audit trail is maintained of all decision making. Use Brigade resources to develop and maintain recording systems, both manual and computerised.
- 5.2 Work with colleagues from other parts of Fire Safety or more widely within the Brigade as part of cross-cutting project teams, sometimes at the direction of managers who are not in the immediate line management chain.

6. General

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 6.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 6.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 6.4 Carry out the duties of the post with regard to the Brigade's Equality Policy
- 6.5 Consider equality and environmental impacts when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The post-holder will be based at LFB Headquarters but will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends and attending conferences/events outside of London.

Note 3: This post is part of a new structure for the Operations Directorate and may be subject to change as the post develops.

Date: 20 March 2019

Selection Criteria For: Fire Safety Development Officer – Assisted Living Technology **Grade:** FRS D

1 Experience

- 1.1 Experience of working with external organisations such as Statutory and Standard setting bodies to deliver defined objectives.
- 1.2 Experience of leading and managing staff, including development, training and motivation of self and others.
- 1.3 Experience of organising, planning and prioritising work, with minimal supervision, to meet deadlines and standards.
- 1.4 Experience of providing support to senior managers in order to deliver specified projects that support the Brigade's aims and objectives. This will include undertaking research and producing high quality written material to managers.
- 1.5 Experience of using a wide range of information technology applications, together with good keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2 Skills

- 2.1 Good written communication skills in order to convey information accurately and directly, including the writing of documents, reports and letters.
- 2.2 Effective verbal communication and presentation skills in order to interact with individuals or groups, including the ability to train people with different skill levels and from diverse backgrounds.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships both within the Brigade and with external groups and organisations, high risk group members, and the general public.
- 2.4 Analytical skills to formulate outcomes from research and propose recommendations.
- 2.5 Project management skills to successfully develop and deliver projects against agreed objectives.

3. Knowledge

- 3.1 Insight into the importance of community safety and an awareness of the profile and characteristics of high risk groups and the reduction of both accidental and deliberate fires.
- 3.2 Knowledge of legislation including the Regulatory Reform Order (2005) and ability to assess the implications and report on technical documents including British Standards, Technical Guides and sales materials relating to Fire Safety interventions.
- 3.3 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and in a managerial position.
- 3.4 Awareness of one's responsibility with regard to health and safety in the workplace, both individually and in a managerial position.

3.5 An understanding of the need to maintain appropriate confidentiality in accordance with the Brigade's policies and the legal requirements of the Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 20 March 2019



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Senior Community Safety Development Officer
Employer:	London Fire Commissioner
Post No:	430344
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety – Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Deputy Community Safety Development Manager (Grade: FRS E)
Staff Directly Responsible for:	Community Safety Development Officers (FRS C) x 5

How This Job Contributes To Our Vision:

This post allows Community Safety Department to deliver its community safety ambitions in the London Safety Plan. By managing a range of different projects and activities over the year, the Community Safety Development Officer is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.

- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Use the information and communication technology systems of the Authority in accordance with the Acceptable Use Policy. Use all information systems in accordance with the GDPR and Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practices of the Brigade's Diversity Policy and Code of Practice are followed.
- 2.2 Deal with contacts from outside bodies and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Equalities Strategy, the GDPR and Data Protection Act and the Freedom of Information Act.

3. Management, leadership and support

- 3.1 Manage the performance and development of reporting staff with the aim of providing a flexible and efficient service that delivers on time against the department's workplan.
- 3.2 Identify and agree personal development needs for direct reports in accordance with agreed policies and practices. Ensure that practical and theoretical skills training is provided as necessary.
- 3.3 Ensure that all Brigade policies are fully complied with, specifically the attendance management policy and the application of the lone workers policy.
- 3.4 Where appropriate, using a matrix management approach, ensure that each team member understands their role and function within their designated activities.
- 3.5 Take part in recruitment processes for members of staff, both permanent and temporary.
- 3.6 Work as a member of the Community Safety Department and contribute to its aims and objectives.
- 3.7 Support the Community Safety Senior Development Officer, including assisting with planning, operations, supervision and reporting. Deputise for them when necessary.
- 3.8 Represent the Brigade in a professional manner at all times, consistently adhering to and promoting the Brigade's values and Leadership Model.

4. Key Activities

- 4.1 Undertake research and analysis from a variety of sources, both internal and external organisations as required, and present outcomes using a range of communication techniques.
- 4.2 Proactively identify links between current community safety projects and activities.

- 4.3 Develop and provide quality written documentation including policies, reports and briefing papers.
- 4.4 Utilise project management tools and methodology to ensure all activities and projects are managed and delivered in a timely manner.
- 4.5 Maintain an up to date awareness of Government legislation/initiatives relevant to the nature of the work.
- 4.6 Work with other departments and external organisations in order to develop strong multi agency relationships and deliver effective partnership projects. Regularly review and keep managers updated on the development of projects.
- 4.7 Support and develop the Community Safety Support Officers in identifying, researching and delivering outputs and outcomes while working on specified projects.
- 4.8 Lead on the dissemination and delivery of policies and project outcomes to internal and/or external audiences, using the most appropriate method.

5. Administration and team working

- 5.1 Keep organised records of work activities and ensure an accurate audit trail is maintained of all decision making. Use Authority resources to develop and maintain recording systems, both manual and computerised.
- 5.2 Work with colleagues from other parts of Community Safety or more widely within the Brigade as part of cross-cutting project teams, sometimes at the direction of Community Safety managers who are not in the line management chain.

6. General

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures.
- 6.2 Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations.
- 6.3 Report accidents and emergencies in accordance with established procedures. Carry out risk assessments for peripatetic working.
- 6.4 Carry out the duties of the post with regard to the Brigade's Equality Policy and in alignment with the Togetherness Strategy
- 6.5 Consider equality and environmental impacts when carrying out the duties of the post.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the Directorate and the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Note 2: The postholder will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Date: 4 February 2021



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Community Safety (CS) Development Officer
Employer:	London Fire Commissioner
Post Number:	430143
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street, SE1 0LL
Reports to:	Senior Community Safety Development Officer (Grade: FRS D)
Staff Directly Responsible for:	None

How This Job Contributes To Our Vision:

This post allows the Community Safety department to deliver its community safety ambitions in the London Safety Plan. By working on a range of different projects and activities over the year, the Community Safety Development Officer is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities.
- 1.3 Keep informed of the Brigade's policies and the Directorate's procedures. Carry out all work activities in accordance with the procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.5 Represent the Brigade in a professional manner at all times.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's Togetherness Strategy and equalities policies are followed when dealing with all colleagues.
- 2.2 Deal with contacts from external organisations and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Equalities Strategy, the Data Protection Act and the Freedom of Information Act.
- 2.3 Work as a member of the Community Safety Policy and Projects Team.

3. Key activities

- 3.1 Undertake research into areas of interest to community safety, using a range of quantitative and qualitative research methods appropriate to the task.
- 3.2 Draft a range of different types of documents, including policies, proposals, project papers, briefings and reports.
- 3.3 Carry out consultation with stakeholders appropriate to the task in hand; using a range of communication methods to gather views and evidence to use in developing documentation to support work.
- 3.4 Deliver outcomes against an agreed action plan, which sets out the timetable, quality plan and other considerations. This may include direct delivery of project elements to internal/external stakeholders, e.g. familiarisation work.
- 3.5 Assist the Senior Community Safety Development Officer in evaluating work using the Community Safety Evaluation Toolkit to ensure a consistent and robust approach.
- 3.6 Assist the Senior Community Safety Development Officer in disseminating the outcomes of projects, including through presentations to internal and/or external audiences, and ensuring that they are in line with commitments in the London Safety Plan.

4. Administration and team working

- 4.1 Work with colleagues from other parts of Community Safety or more widely within the Brigade as part of cross-cutting project teams, sometimes at the direction of Community Safety managers who are not in the line management chain.
- 4.2 Support the Senior Community Safety Development Officer when required.
- 4.3 Keep organised records of work activities, an audit trail of decision making and update any associated information systems.
- 4.4 Correspond with internal and external stakeholders as directed by the Senior Community Safety Development Officer.

4.5 Arrange, prepare for and attend internal and external meetings as necessary, including drafting agendas, writing minutes, dealing with correspondence and ensuring any follow up action is dealt with accordingly.

5. General

5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.

5.2 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Use all information systems in accordance with the Data Protection Act.

5.3 Carry out organisational security measures. Identify and report any security risk or breaches.

5.4 Consider environmental impact when carrying out the duties of the post.

5.5 Carry out the duties of the post with regard to the Brigade's Equalities Strategy.

Note 1: The postholder will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Note 2: As the role may involve contact with vulnerable persons, the postholder will be required to undergo a Criminal Records Bureau [CRB] check.

Note 3: In addition to the duties set out above, the postholder may from time to time be required to undertake additional tasks which are necessary to meet the needs of the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Date: 22 October 2020

1. Experience

- 1.1 Experience of working flexibly and proactively as a member of a team and with minimal supervision.
- 1.2 Experience of organising, planning and prioritising work to meet deadlines and standards.
- 1.3 Experience of undertaking research and analysing both numeric and textual data and providing commentary on the outcome.
- 1.4 Experience of using a range of information technology applications together with adequate keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Good analytical skills, able to review large amounts of data and determine what is relevant and distil this into accessible documents as appropriate.
- 2.2 Good written and verbal communication skills to convey information clearly and succinctly.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships within Community Safety, the wider Brigade and with external organisations.
- 2.4 Problem solving skills to assist in the delivery of assigned work and to provide effective solutions to inform decision making and delivery of prescribed activity.
- 2.5 Good presentation skills to deliver information about projects, influence stakeholders and respond to feedback to improve project outcomes.
- 2.6 Able to be flexible and adaptable to work on tasks with different durations.
- 2.7 Good organisation skills, able to manage own work, knowing when to confer and when to seek help.

3. Knowledge

- 3.1 Developed understanding of the importance of community safety and the regulatory and statutory framework in which it operates.
- 3.2 An awareness of the importance of ensuring the confidentiality and security of sensitive information, including the legal requirements of the Data Protection Act and Freedom of Information Act.
- 3.3 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, particularly in relation to community safety.
- 3.4 Knowledge of good health and safety practice both in an office environment and while working and travelling off site.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 22 October 2020



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

Job Title:	Community Safety (CS) Development Officer
Employer:	London Fire Commissioner
Post Number:	430268
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1 0LL
Reports to:	Senior Community Safety Development Officer (Grade: FRS D)
Staff Directly Responsible for:	None

How This Job Contributes To Our Vision:

This post allows the Community Safety department to deliver its community safety ambitions in the London Safety Plan. By working on a range of different projects and activities over the year, the Community Safety Development Officer is a key role contributing to successful delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities.
- 1.3 Keep informed of the Brigade's policies and the Directorate's procedures. Carry out all work activities in accordance with the procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.5 Represent the Brigade in a professional manner at all times.

2. Effective working relationships

2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed when dealing with all colleagues.

2.2 Deal with contacts from external organisations and members of the public professionally and in a timely fashion, according to the principles of customer care, the Brigade's Equalities Strategy, the Data Protection Act and the Freedom of Information Act.

2.3 Work as a member of the Community Safety Policy and Projects Team.

3. Key activities

3.1 Undertake research into areas of interest to community safety, using a range of quantitative and qualitative research methods appropriate to the task.

3.2 Draft a range of different types of documents, including policies, proposals, project papers, briefings and reports.

3.3 Carry out consultation with stakeholders appropriate to the task in hand; using a range of communication methods to gather views and evidence to use in developing documentation to support work.

3.4 Deliver outcomes against an agreed action plan, which sets out the timetable, quality plan and other considerations. This may include direct delivery of project elements to internal/external stakeholders, e.g. familiarisation work.

3.5 Assist the Senior Community Safety Development Officer in evaluating work using the Community Safety Evaluation Toolkit to ensure a consistent and robust approach.

3.6 Assist the Senior Community Safety Development Officer in disseminating the outcomes of projects, including through presentations to internal and/or external audiences, and ensuring that they are in line with commitments in the London Safety Plan.

4. Administration and team working

4.1 Work with colleagues from other parts of Community Safety or more widely within the Brigade as part of cross-cutting project teams, sometimes at the direction of Community Safety managers who are not in the line management chain.

4.2 Support the Senior Community Safety Development Officer when required.

4.3 Keep organised records of work activities, an audit trail of decision making and update any associated information systems.

4.4 Correspond with internal and external stakeholders as directed by the Senior Community Safety Development Officer.

- 4.5 Arrange, prepare for and attend internal and external meetings as necessary, including drafting agendas, writing minutes, dealing with correspondence and ensuring any follow up action is dealt with accordingly.

5. General

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.2 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.
- 5.3 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5.4 Consider environmental impact when carrying out the duties of the post.
- 5.5 Carry out the duties of the post with regard to the Brigade's Equalities Strategy.

Note 1: The post-holder will be required to travel and work in locations throughout London and to work flexible hours when necessary. This could include working in the evenings and weekends.

Note 2: As the role may involve contact with vulnerable persons, the post-holder will be required to undergo a Criminal Records Bureau [CRB] check.

Note 3: In addition to the duties set out above, the post-holder may from time to time be required to undertake additional tasks which are necessary to meet the needs of the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Date: 7 May 2019

1. Experience

- 1.1 Experience of working flexibly and proactively as a member of a team and with minimal supervision.
- 1.2 Experience of organising, planning and prioritising work to meet deadlines and standards.
- 1.3 Experience of undertaking research and analysing both numeric and textual data and providing commentary on the outcome.
- 1.4 Experience of using a range of information technology applications together with adequate keyboard skills and an understanding of how IT systems can be utilised in relation to the duties of the post.

2. Skills

- 2.1 Good analytical skills, able to review large amounts of data and determine what is relevant and distil this into accessible documents as appropriate.
- 2.2 Good written and verbal communication skills to convey information clearly and succinctly.
- 2.3 Effective interpersonal skills to establish and maintain positive working relationships within Community Safety, the wider Brigade and with external organisations.
- 2.4 Problem solving skills to assist in the delivery of assigned work and to provide effective solutions to inform decision making and delivery of prescribed activity.
- 2.5 Good presentation skills to deliver information about projects, influence stakeholders and respond to feedback to improve project outcomes.
- 2.6 Able to be flexible and adaptable to work on tasks with different durations.
- 2.7 Good organisation skills, able to manage own work, knowing when to confer and when to seek help.

3. Knowledge

- 3.1 Developed understanding of the importance of community safety and the regulatory and statutory framework in which it operates.
- 3.2 An awareness of the importance of ensuring the confidentiality and security of sensitive information, including the legal requirements of the Data Protection Act and Freedom of Information Act.
- 3.3 Awareness of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, particularly in relation to community safety.
- 3.4 Knowledge of good health and safety practice both in an office environment and while working and travelling off site.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are short-listed, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 7 May 2019



LONDON FIRE BRIGADE

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Deputy Head of Youth Services
Grade:	FRS E
Job Number:	430277 (x2 posts)
Directorate:	Operations
Department:	Fire Safety
Section:	Community Safety
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Head of Youth Services (Grade: FRS F)

Staff Share

Responsibility For:	2 x Fire Cadets Team Managers (FRS D) 1 x Firesetters Intervention Scheme Manager (FRSD) 1 x Education Team Manager (FRS D) 1 x Safety First Manager (FRSD)
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How This Job Contributes To Our Vision

By managing the personnel and physical resources within the Youth Services Department and by overseeing and supporting any projects delivered by station staff to ensure that all activities that involve children and young people are planned and co-ordinated to meet departmental and Brigade Objectives.

MAIN DUTIES AND RESPONSIBILITIES

- 1. Performance and self-development**
 - 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines early.
 - 1.2 Keep up to date with information including statutory changes and initiatives in relation to youth engagement and the community safety aspects of the role.

- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies, particularly those relating to equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.
- 1.7 Use all information systems in accordance with the Data Protection Act.
- 1.8 Ensure regular liaison and close working with partner Deputy Head of Youth to maximise output and ensure there is always senior management cover and resilience within youth Services to create a 'one team' approach.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in all engagement. .
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care , the Brigade's equalities policy and as required by the Data Protection Act and Freedom of Information Act.

3 Management and leadership

- 3.1 Develop and motivate the Youth teams. Ensure that their output is planned, measured and delivered according to the Brigade's CRMP and agreed community safety aims and objectives. Identify priorities for action against measured risk, review targets and methods following appropriate consultation and agreement.
- 3.2 Manage the performance and development of personnel in line with the Brigade's standards, policies and guidelines by observations and feedback from other sources.
- 3.3 Assess performance against planned objectives, identify development needs, plan and organise training and learning events to meet desired outcomes. Use regular Quality Assurance to ensure standards are being met.
- 3.4 Lead and support staff within the team to ensure consistent provision of advice, guidance and support is given to staff.

- 3.5 Ensure all staff adhere to corporate policies eg. Attendance Management, ICT, Acceptable Use, Equalities, Lone working
- 3.6 Ensure all guidelines and Brigade policies in relation to youth engagement are adhered to and updated regularly.
- 3.7 Provide support to the Head of Youth Services across a range of activities, as required and commensurate with the grade of the post.
- 3.8 Manage the gathering and analysis of information on staff and service delivery to achieve targets. Monitor key performance indicators in order to provide information on achievement and best practice to principal managers, Members and the GLA.
- 3.9 Promote awareness of current legislation relating to community engagement and ensure that staff are informed of developments in national (NFCC) and Brigade practice and policy.

4. Department Management

- 4.1 Guide, assist and support the central youth teams, and other LFB staff delivering projects that engage with children/young people to ensure an appropriate and consistent level of youth service provision.
- 4.2 Organise training for youth staff and volunteers in the acquisition and maintenance of the skills required in their role. Identify and source provision of suitable training.
- 4.3 Monitor, evaluate and review IT systems to ensure ongoing improvement of service provision and ensure that appropriate service standards are maintained.
- 4.4 Maintain awareness of issues affecting young people and ensure staff are aware of current best practice in the field of youth work.
- 4.5 Where appropriate, liaise with colleagues] within the Brigade, to ensure there is a co-ordinated and consistent approach to delivery of all initiatives that engage with children and young people across London and that they align with 'LFBs Youth Offer'. Actively contribute to the Youth Projects Panel.
- 4.6 Manage staff work performance and all related matters, including identifying training needs, welfare issues or disciplinary matters.
- 4.7 Plan and deliver an annual Communication Strategy to promote the youth departments work, and actively involve children/young people and volunteers in consultation exercises in order to influence change.
- 4.8 Develop and maintain office systems utilising information technology applications and accessing the Brigade's information system, in accordance with the code of practice to ensure awareness of current issues.
- 4.9 Deliver presentations to external bodies to raise awareness of LFBs Youth Offer.

- 4.10 Quality assure and evaluate youth services delivery to ensure consistent, high standards of delivery.
- 4.11 Produce briefs, proposals and reports for managers and external agencies as required.
- 4.12 Manage the 'on-call managers rota' to ensure youth staff are adequately supported during out of hours working.
- 4.13 Manage recruitment processes to replace staff and maintain establishment and keep up to date with staffing and budget information.
- 4.15 Monitor budgets for each central team and report anticipated issues to Head of Youth Services
- 4.16 Compose and submit funding/sponsorship applications.

5 Child protection and safeguarding

- 5.1 Ensure that all relevant child protection guidelines and procedures issued by the Brigade are complied with by all youth staff, ..
- 5.2 Monitor staff DBS checks to ensure all youth staff have current and up to date Enhanced DBS checks and are renewed as required.
- 5.3 Remain abreast and ensure staff are informed of changes in the legislation regarding child protection and the safeguarding of children's welfare.
- 5.4 Ensure confidentiality of sensitive and personal information and security of data under the requirements of the Children Act and the Data Protection Act.
- 5.5 Share current and relevant information with other teams as well as other agencies, as required under the Children Act.

6. Monitor and maintain a healthy, safe and secure workplace

- 6.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities to maintain a safe and healthy workplace and monitor lone working in the community. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 6.2 Carry out organisational security measures. Identify and report any security risk or breaches.
- 6.3 Monitor team compliance with the practices and procedures established to support the Brigade's lone worker policy, ensuring staff receive adequate training in personal safety.

- 6.4 Monitor staff stress levels and emotional wellbeing, providing relevant support where appropriate.
- 6.5 Use the information technology and communication systems of the Brigade in accordance with the Code of Practice on Computer Use. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder will be expected to undertake travelling across London and the UK as part of the role. They will also be required to work evenings and weekends on occasions. .

Date: 1 October 2021

Selection Criteria for: Deputy Head of Youth Services **Grade:** FRS E

1 Experience

- 1.1 Experience of managing projects and teams that work with children, young people and families, including those identified as vulnerable or at-risk by other agencies.
- 1.2 Experience of working with a range of external bodies and organisations that engage and educate children/young people in order to achieve Brigade objectives.
- 1.3 Experience of organising, planning and prioritising own work and that of multiple teams, working flexibly to meet deadlines, targets and Brigade aims and objectives.
- 1.4 Experience of staff management, appraisal, development, discipline training and motivation.
- 1.5 Experience of monitoring, analysing and reporting against team performance to improve service delivery and ensure continuous high standards of practice are maintained.
- 1.6 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.

2 Skills

- 2.1 Excellent interpersonal skills in order to establish and maintain positive working relationships both internally and externally with stakeholders and funders.
- 2.2 Effective oral communication skills in order to deliver presentations and liaise appropriately with staff at all levels and representatives of external organisations, ensuring excellent levels of customer care at all times.
- 2.3 Well developed and proven written skills in order to write proposals, briefing/guidance notes, letters and reports.
- 2.4 Ability to support, motivate and co-ordinate a peripatetic workforce to ensure consistency of approach to achieve Brigade objectives.
- 2.5 Well developed project management skills in order to identify, manage and report on current and new projects

3 Knowledge

- 3.1 A thorough understanding of LFBs current youth offer within the Brigade, and an awareness of youth engagement practices in the fire service nationally.
- 3.2 A good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others
- 3.3 A good knowledge of how to run a volunteer led programme, including an awareness of related challenges and opportunities

- 3.3 An understanding of the importance of confidentiality and security of information and awareness of relevant legislation including the Children Act, the Data Protection Act and the Freedom of Information Act.
- 3.4 An understanding of the individual and managerial responsibilities to ensure the equality policy is observed throughout all aspects of the Brigade's work and behaviour.
- 3.5 An awareness of individual and managerial responsibilities with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 1 October 2021

**FRS E/FRS F
LFB BEHAVIOURS**

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.
Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.
For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none"> • Promotes self-reflection and acceptance of constructive feedback in order to improve. • Aware of own emotions and how to manage these. • Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none"> • Understands the importance of working with others with diverse beliefs, cultures and traditions. • Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs. • Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none"> • Prioritises being trustworthy, leading with consistency, patience and reliability. • Demonstrates and promotes an honest and unbiased approach. • Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams. • Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions. • Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none"> • Promotes collaborative working with and between people by co-operating, consulting and

<p>compromising to achieve team outcomes.</p> <ul style="list-style-type: none"> • Role-models active listening and encourages two-way dialogue to facilitate individual participation, respect and engagement. • Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.
<p>B6 Empowers and coaches others</p>
<p><i>Gives autonomy to others and helps them grow.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
<p>ACCOUNTABILITY:</p>
<p>B7 Takes ownership and responsibility</p>
<p><i>Demonstrates personal accountability.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
<p>B8 Professional</p>
<p><i>Demonstrate high standards and the skills and ability to deliver,</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
<p>B9 Forward-looking</p>
<p><i>Demonstrates adaptability and anticipates change positively.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Fire Cadets Manager (x 2)
Post number:	430232
Grade:	FRS D
Directorate:	Operations
Department:	Fire Safety
Section:	Central Teams (Youth Services)
Location:	Brigade Headquarters, 169 Union Street, SE1
Reports to:	Deputy Head of Youth Services (Grade: FRS E)
Staff Directly Responsible For:	(Jointly) Fire Cadets Co-ordinators x 9 (Grade: FRS C)

How This Job Contributes To Our Vision

By jointly managing the personnel, and physical resources within the Fire Cadets team to ensure that activities are planned and co-ordinated to meet department and Brigade objectives and to support competent service delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with Brigade and national information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies, particularly those relating to Youth Services, equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Togetherness Strategy, its equalities policy and the Freedom of Information Act.
- 2.3 Work collaboratively with the Sub Officer of the Fire Cadets Operational Support Team to ensure a consistent approach to health and safety, risk critical delivery and operational activities delivered across all Fire Cadets units.

3 Management and leadership

- 3.1 Manage the work of the Fire Cadets Coordinators. Ensure that output is planned, measured and delivered according to the Brigade's agreed community safety aims and objectives. Identify priorities for action against measured risk, review targets and methods following appropriate consultation and agreement.
- 3.2 Manage the performance and development of all Fire Cadets staff and volunteers in line with the Brigade's standards, policies and guidelines by direct observation and feedback from other sources.
- 3.3 Assess performance against planned objectives, identify development needs, plan and organise training and learning events to meet desired outcomes.
- 3.4 Lead and support staff and volunteers within the team to ensure consistent provision of advice, guidance and support is given to staff.
- 3.5 Ensure all guidelines and Brigade policies in relation to Youth Services are adhered to.

- 3.6 Provide support to the Deputy Head of Youth Services across a range of activities, as required and commensurate with the grade of the post.
- 3.7 Manage the gathering and analysis of information on staff and service delivery. Monitor key performance indicators in order to provide information on achievement and best practice to principal managers, Members and the GLA.
- 3.8 Promote awareness of current legislation relating to Youth Services locally and nationally, and ensure that staff are informed of developments in national and Brigade policy.

4. Scheme Management

- 4.1 Guide, assist and support Fire Cadets staff and senior managers to ensure a consistent and sustainable level of service provision across all London boroughs and the City of London.
- 4.2 Work collaboratively with the Fire Cadets Volunteer Co-ordinator to manage the recruitment of volunteers. Organise training in the acquisition and maintenance of the skills required for Fire Cadets Coordinators to effectively support and manage volunteers as part of their role. Identify and source provision of suitable training.
- 4.3 Manage and implement communication strategy in collaboration with Youth Projects and Communications Manager to ensure ongoing promotion and visibility of LFB Fire Cadets, internally, pan-London and Nationally.
- 4.4 Monitor, evaluate and review the systems to ensure ongoing improvement of service provision and ensure that appropriate service standards are maintained and targets met.
- 4.5 Maintain awareness of issues affecting young people and ensure staff and volunteers are aware of current best practice in the field of Youth Services.
- 4.6 Where appropriate, liaise with colleagues in partner organisations and relevant sections within the Brigade, to ensure there is a co-ordinated and consistent approach to delivery of Youth Services, including training.
- 4.7 Manage staff work performance and all related matters, including identifying training needs, welfare issues or disciplinary matters.
- 4.8 Take responsibility for the availability of information and resources including a directory of useful contacts within relevant organisations. Ensure the safekeeping and security of supplies and stocks.
- 4.9 Develop and maintain office systems utilising information technology applications and accessing the Brigade's information system, in accordance with the code of practice to ensure awareness of current issues.
- 4.10 Deliver presentations to external bodies to raise awareness of the Fire Cadets provision to aid in the generation of funding and sponsorship.
- 4.11 Attend and quality assure Fire Cadets units regularly to ensure consistent, high standards

of delivery.

- 4.12 Produce briefs, proposals and reports for managers and external agencies as required.

5 Child protection and safeguarding

- 5.1 Ensure that all relevant child protection guidelines and procedures issued by the Brigade are complied with by all staff involved in the scheme.
- 5.2 Remain abreast and ensure staff are informed of changes in the legislation regarding child protection and the safeguarding of children's welfare.
- 5.3 Ensure confidentiality of sensitive and personal information and security of data under the requirements of the Children Act and the Data Protection Act.
- 5.4 Share current and relevant information with other teams as well as other agencies, as required under the Children Act.

6. Monitor and maintain a healthy, safe and secure workplace

- 6.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace and lone working in the community. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 6.2 Carry out organisational security measures. Identify and report any security risk or breaches.
- 6.3 Monitor team compliance with the practices and procedures established to support the Brigade's lone worker policy, ensuring staff receive adequate training in personal safety.
- 6.4 Monitor staff stress levels and emotional wellbeing, providing relevant support where appropriate.
- 6.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder will be expected to undertake travelling across London and the UK as part of the role. They will also be required to work evenings and weekends.

Note 3: There is an expectation that where meetings take place virtually, the post holder will have a visible presence, with the requirement of the camera function being activated. This is due to the nature of the role, and the advantage that being seen brings to the building of professional and sustainable relationships.

Date: 12 April 2022

Selection Criteria for: Fire Cadets Manager **Grade:** FRS D

1 Experience

- 1.1 Experience of working with children, young people and families, including those identified as vulnerable or at-risk by other agencies.
- 1.2 Experience of working with external bodies such as other youth organisations, partners and funders, in order to achieve organisational objectives.
- 1.3 Experience of organising, planning and prioritising own work and that of a team, working flexibly to meet deadlines and organisational aims and objectives.
- 1.4 Experience of staff management, development, training and motivation.
- 1.5 Experience of managing a volunteer-led provision in the community.
- 1.6 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.
- 1.7 Experience of monitoring and analysing team performance to improve service delivery and ensure continuous high standards of practice are maintained.

2 Skills

- 2.1 Excellent interpersonal skills in order to establish and maintain positive working relationships both internally and externally.
- 2.2 Effective oral communication skills in order to deliver presentations and liaise with staff at all levels and representatives of external organisations, ensuring excellent levels of customer care at all times.
- 2.3 Well developed written skills in order to write proposals, briefing/guidance notes, letters and reports.
- 2.4 Ability to co-ordinate a peripatetic workforce to ensure consistency of approach to achieve organisational objectives.

3 Knowledge

- 3.1 A good understanding of Youth Services' delivery and uniformed youth organisations across the UK.
- 3.2 An awareness of UK education system with specific reference to PSHE and Citizenship education provision and how this relates to the fire and rescue service.
- 3.3 An understanding of how the role of volunteering within Youth Services enhances the experience offered to young people..

- 3.4 Good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others.
- 3.5 An understanding of the importance of confidentiality and security of information and awareness of relevant legislation including the Children Act, the Data Protection Act and the Freedom of Information Act.
- 3.6 An understanding of the individual and managerial responsibilities to ensure equality and inclusion is observed throughout all aspects of the organisation's work and behaviour.
- 3.7 An awareness of individual and managerial responsibilities with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 12 April 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive

<i>Includes others and welcomes everyone.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional

skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title: Youth Partnerships and Policy Manager

Post number: 430381

Grade: FRS D

Directorate: Operational Delivery

Department: Fire Safety

Section: Central Teams (Youth Services)

Location: Brigade Headquarters, 169 Union Street, SE1

Reports to: Deputy Head of Youth Services (Grade: FRS E)

Staff Directly

Responsible For: (Jointly) Youth Services Development Officer (Grade: FRS C)

How This Job Contributes To Our Vision

Responsible for actively seeking and generating funding, sponsorship and partnership opportunities to support Youth Services delivery, and developing policy to support Brigade objectives, and to maintain competent service delivery.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with Brigade and national information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed policies and procedures, disclosing information to authorised persons only.

- 1.3 Keep informed of the Brigade's policies, particularly those relating to Youth Services, equalities, protection of children / vulnerable adults, community safety and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 1.5 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.
- 1.6 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.7 Use all information systems in accordance with the Data Protection Act.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Togetherness Strategy, its equalities policy and the Freedom of Information Act.
- 2.3 Work collaboratively with the Youth Projects and Communications Manager to innovate and improve the future sustainability of Youth Services, whilst jointly managing the Youth Services Development Officer.

3 Management and leadership

- 3.1 Provide support and advice to Youth Services Team Managers regarding reviewing, updating and creating guidance and policy in relation to specific team specialities, and periodically review and update the wider youth related Brigade policies.
- 3.2 Ensure all guidelines and Brigade policies in relation to Youth Services are adhered to.
- 3.3 Manage relationships with external partners, sponsors and funders, promoting the Youth Services function, with the aim of creating a sustainable funding strategy for continued delivery and development of each of the specialist teams.
- 3.4 Establish and maintain effective working relationships with Borough Commanders and Area Teams, to identify local partnership, sponsorship and funding opportunities across all London Boroughs and the City of London.
- 3.5 Jointly manage the Youth Services Development Officer, assessing performance against planned objectives, identify development needs, plan and organise training and learning

events to meet desired outcomes.

- 3.6 Provide support to the Deputy Head of Youth Services across a range of activities, as required and commensurate with the grade of the post.
- 3.7 Manage the gathering and analysis of funding, sponsorship and partnership information. Monitor key performance indicators in order to provide information on achievement and best practice to principal managers, members and the GLA.
- 3.8 Promote awareness of current legislation relating to Youth Services locally, and nationally, and ensure that staff are informed of developments in national and Brigade policy.

4. Project Management

- 4.1 Maintain a thorough comprehension of the role of Youth Services, and the specific deliverables of each of the specialist teams, in order to seek and generate relevant and supportive partnership, sponsorship and funding opportunities for the department.
- 4.2 Assist and support Youth Services Team Managers to generate partnerships, sponsorship and funding opportunities to benefit service delivery.
- 4.3 Actively seek partnership, sponsorship and funding opportunities through liaising with internal Borough Management Teams and Head of Brand and Events.
- 4.4 Attend networking opportunities, and deliver presentations, both locally and nationally, to promote the work of Youth Services, and draw on these relationships to further the ongoing objectives of the Department and building financial resilience.
- 4.5 Liaise with Head of Brand and Events to ensure that any future development of centralised funding and/or sponsorship is utilised to benefit the ongoing objectives of Youth Services and the expansion of provision of all Teams, and sustainability of current delivery.
- 4.6 Monitor, review, update and/or create Youth Services related policies, to reflect changes of service provision, and national guidance and legislation.
- 4.7 Participate in the Youth Projects Approval Panel, and where appropriate, liaise with colleagues in partner organisations and relevant sections within the Brigade, to ensure there is a co-ordinated, consistent and sustainable approach to the delivery of children and young people related projects on Fire Stations, that aligns to the LFB Youth Services vision.
- 4.8 Manage departmental evaluation and quality assurance processes, ensuring that all teams align to a standardised approach to ensure that all youth schemes (including station-based) on offer meet the needs of young people across London.
- 4.9 Manage staff work performance and all related matters, including identifying training needs, welfare issues or disciplinary matters.
- 4.10 Take responsibility for the availability of information and resources including a directory of useful contacts within relevant organisations.

- 4.11 Develop and maintain office systems utilising information technology applications and accessing the Brigade's information system, in accordance with the code of practice to ensure awareness of current issues.
- 4.12 Produce briefs, proposals, funding updates and reports for managers and external agencies as required.

5 Child protection and safeguarding

- 5.1 Ensure that all relevant child protection guidelines and procedures issued by the Brigade are complied with.
- 5.2 Remain abreast and ensure staff are informed of changes in the legislation regarding child protection and the safeguarding of children's welfare.
- 5.3 Ensure confidentiality of sensitive and personal information and security of data under the requirements of the Children Act and the Data Protection Act.
- 5.4 Share current and relevant information with other teams as well as other agencies, as required under the Children Act.

6. Monitor and maintain a healthy, safe and secure workplace

- 6.1 Organise own work to minimise risk. Be aware of own responsibilities in maintain a safe and healthy workplace and lone working in the community. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 6.2 Carry out organisational security measures. Identify and report any security risk or breaches.
- 6.3 Ensure compliance with the practices and procedures established to support the Brigade's lone worker policy, ensuring staff receive adequate training in personal safety.
- 6.4 Monitor staff stress levels and emotional wellbeing, providing relevant support where appropriate.
- 6.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use all information systems in accordance with the Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Note 2: The primary location of this post is at Union Street, but the post holder may be expected to undertake occasional travelling across London and the UK as part of the role. They may also be required to work occasional evenings and weekends.

Date: 18 July 2022

Selection Criteria for: Youth Partnerships and Policy Manager **Grade:** FRS D

1 Experience

- 1.1 Experience of working within the education, youth and/or uniformed youth organisation sectors.
- 1.2 Experience of generating and managing funding through working with external bodies, sponsors and/or partners in order to achieve project sustainability and organisational objectives, including providing quarterly monitoring, annual progress reports, and evaluation.
- 1.3 Experience of reviewing, updating and writing policy and guidance documents to support departmental delivery and organisational objectives.
- 1.4 Experience of organising, planning and prioritising own work and that of a team, working flexibly to meet deadlines and organisational aims and objectives.
- 1.5 Experience of staff management, development, training and motivation.
- 1.6 Experience in the use of a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised in the context of the duties of the post.

2 Skills

- 2.1 Excellent interpersonal skills in order to establish and maintain positive working relationships both internally and externally.
- 2.2 Effective oral communication skills in order to deliver presentations and liaise with staff at all levels and representatives of external organisations, ensuring excellent levels of negotiation and marketing skills at all times.
- 2.3 Well developed written and numerical skills in order to write funding bids, proposals, policy documents, briefing/guidance notes, letters and reports.

3 Knowledge

- 3.1 A good understanding of Youth Services delivery in the public and/or private sector
- 3.2 An awareness of UK education system with specific reference to PSHE and Citizenship education provision and how this relates to the fire and rescue service.
- 3.3 An understanding of uniformed youth organisations and their role within Youth Services
- 3.4 An understanding of how the role of volunteering within Youth Services enhances the experience offered to young people.

- 3.5 Good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others.
- 3.6 An understanding of the importance of confidentiality and security of information and awareness of relevant legislation including the Children Act, the Data Protection Act and the Freedom of Information Act.
- 3.7 An understanding of the individual and managerial responsibilities to ensure equality and inclusion is observed throughout all aspects of the organisation's work and behaviour.
- 3.8 An awareness of individual and managerial responsibilities with regard to health and safety in the workplace and lone working.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 18 July 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive

<i>Includes others and welcomes everyone.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour. • Recognises and respects other people's skills, strengths, views, ideas and suggestions. • Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Works collaboratively with people by co-operating and consulting to achieve joint outcomes. • Actively listens and promotes respectful two-way dialogue. • Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery.

- Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.

B9 Forward-looking

Demonstrates adaptability and anticipates change positively.

Summary:

- Positively engages with new ways of working and implementing learning.
- Takes the initiative to resolve problems.
- Is flexible, adapting to changing needs and demands.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – We will be a dynamic, forward-looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London

Job Title:	Fire Cadets Co-ordinator (x9)
Employer:	London Fire Commissioner
Post No:	430220
Grade:	FRS C
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street , SE1
Reports To:	Fire Cadets Manager (Grade: FRS D)
Staff Directly Responsible For:	Development and supervision of Fire Cadets (young people) and adult Volunteers recruited from within the community or London Fire Brigade employees.

How This Job Contributes To Our Vision:
Contribute to London Fire Brigade corporate objectives by coordinating the delivery of 'Fire Cadets' units across London

MAIN DUTIES AND RESPONSIBILITIES

- 1. Performance and self development**
 - 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
 - 1.2 Keep up to date with latest information on Fire Cadets nationally, as well as internal policies, protocols and legislation that are necessary to carry out the role competently, efficiently and safely. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
 - 1.3 Keep informed of the Brigade's policies in relation to the role and the level of responsibility, particularly in relation to equalities and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
 - 1.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.

1.5 Identify and agree personal development needs in accordance with the current policies, identifying opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

1.6 Use the information technology and communication systems of the Brigade in accordance with the Acceptable Use Policy (AUP).

1.7 Use all information systems in accordance with the General Data Protection Regulations (GDPR), the Data Protection Act and with regard to the Freedom of Information Act.

2. Create and maintain effective working relationships

2.1 Establish and maintain professional and considerate working relationships with Brigade staff, fire cadets, volunteers and external organisations. Ensure that the principles and practice of the Brigade's Togetherness Strategy and equalities policies are followed.

2.2 Deal with contacts from outside bodies and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy.

2.3 Engage with young people and ensure the provision of a suitable developmental environment for young people, volunteers and staff to support Fire Cadets activities.

3. Support and information

3.1 Provide information on relevant issues to youth engagement staff, fire cadets and volunteers as necessary.

3.2 Provide statistical information and evaluation reports on the performance and development of young people, volunteers, and programme outcomes both internally and externally.

3.3 Assess the learning and development of young people and provide reports as necessary on progress against accredited outcomes. Ensure that all learning needs are met to maintain a supportive and inclusive learning environment for young people and volunteers.

3.4 Provide authorised information about Fire Cadets activities, the Brigade and its services to the public on request.

3.5 Provide support, guidance, encouragement and advice to volunteers and young people as appropriate.

4. Administration and management

4.1 Responsible for the setting up and running of Fire Cadets units across identified Boroughs of London. This includes the setting up of the venue to ensure suitability for running a Fire Cadets unit, the recruitment of adult volunteers to support the delivery of the unit, and the recruitment of young people onto the unit in line with Brigade objectives.

4.2 Complete the ordering of uniforms, equipment and resources to ensure the smooth running of all Fire Cadets units assigned.

- 4.3 Effectively promote Fire Cadets across all approved social media platforms (Facebook, Twitter, Instagram) to increase awareness across London and the UK about Fire Cadets. This to include weekly updates regarding activities completed on Fire Cadet units and also any events/activities completed outside of normal unit hours.
- 4.4 Maintain and manage petty cash in accordance with Brigade procedures, recording expenditure accurately.
- 4.5 Complete and maintain fire cadets and volunteer data and training records as part of day to day duties, to support information management.
- 4.6 Manage and develop fire cadets and adult volunteers supporting the work of the project. This includes conducting regular one-to-one meetings, and providing opportunities to develop skills through on-unit training and development.
- 4.7 Plan and organise Fire Cadets delivery at units in line with the agreed national Fire Cadets Award programme and BTEC syllabus..
- 4.8 Monitor the use of training equipment and resources in order to ensure appropriate routine maintenance and arrange or provide necessary service or repair.
- 4.9 Issue, maintain and monitor stock and physical resources to cadets and volunteers.
- 4.10 Schedule events to ensure fire cadets and volunteers have access to exciting and rewarding social action opportunities, and to meet Brigade objectives and demands, optimising the use of available resources.
- 4.11 Collate and record information and data using agreed evaluation methods for reporting purposes. This to include providing end of year statistics covering performance of fire cadets and volunteers, retention rates, completion rates and any case studies of significant successes with young people.

5. Monitor and maintain a healthy, safe and secure workplace

- 5.1 Organise own work and the work of your volunteer teams to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and / or reported according to established procedures. Operate equipment following agreed procedures and in line with training given.
- 5.2 Respond to safety events, accidents, safeguarding issues and emergencies in accordance with established procedures, supporting local accident investigation as required.
- 5.3 Ensure that all activities that are conducted with young people, staff and volunteers comply with the current written risk assessment.
- 5.4 Carry out the duties of the post in line with agreed policies, in particular those regarding data protection, child protection, equalities and health and safety.
- 5.5 Carry out organisational security measures. Identify and report any security risk or breaches.
- 5.6 Consider environmental impact when carrying out duties of the post.

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the post.

Date: 1st October 2021

Selection Criteria For: Fire Cadets Co-ordinator **Grade:** FRS C

1. Experience

- 1.1 Experience of working with young people and community and voluntary sectors.
- 1.2 Experience of using a range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be used in the context of the duties of the post.
- 1.3 Experience of managing volunteers and their development, training and motivation.
- 1.4 Experience of working flexibly as a member of a team with minimal supervision.

2. Skills

- 2.1 Good interpersonal skills in order to develop and maintain effective working relationships both internally and externally, particularly with public and voluntary groups within a diverse, multi-cultural community.
- 2.2 A good level of written, oral and presentation communication skills in order to liaise and interact effectively with staff at all levels members of the public and representatives of external organisations, and to prepare correspondence and reports.
- 2.3 Analytical skills in order to record and evaluate output and to provide concise summaries of findings.
- 2.3 Ability to support and develop people to achieve personal and organisational objectives.
- 2.4 Excellent time management and prioritisation skills in order to meet ever changing and conflicting deadlines in line with a fast paced and continually developing team.

3. Knowledge

- 3.1 Knowledge of youth engagement issues together with an awareness of good practice in community engagement.
- 3.2 Good understanding of the relevant Child Protection policies / legislation and how to ensure compliance by oneself and others.
- 3.3 Good understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy.
- 3.4 Good understanding of one's responsibility as an individual and a manager for health and safety in the workplace.
- 3.5 Good understanding of the need to maintain appropriate confidentiality and an awareness of the principles of the Data Protection Act and the Freedom of Information Act.

Note 1: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are

highlighted. Please note that if you are shortlisted, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Note 2: As this post involves working with children and young people under the age of 18, the successful applicant will be required to undergo an Enhanced Level Disclosure and Barring Service check which is required for appointments involving substantial access to children.

Note 3: The nature of the duties will regularly involve evening and some weekend working. Fire Cadets units currently run between 5.30pm and 8.30pm OR 6:00pm and 9:00pm, For each evening when a Fire Cadets unit is running, the postholder's attendance times will be adjusted to meet the requirements. Weekend working may involve taking groups of young people away for residential activities, the times of which will be variable.

Note 5: The duties will involve travel, mainly within London.

Date: 1st October 2021

LFB BEHAVIOURS

FRS B/FRS C/FRS D

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For this post the following is a summary of the applicable behaviours and competencies for Tier 1 positions.

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Is self-reflective and accepts constructive feedback.• Aware of own emotions and seeks to manage these.• Will ask for support or advice if they need it.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Is aware and accepting of the diverse beliefs, culture and traditions of others.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Gives others the opportunity to express themselves without interrupting/judging.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Consistent and reliable, prioritising building trust with others.• Open-minded, unbiased and honest in their approach.• Is willing to discuss their own and other's emotions.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and takes constructive action in response to inappropriate behaviour.• Recognises and respects other people's skills, strengths, views, ideas and suggestions.• Is approachable and communicates in a clear, sensitive and concise manner.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none">• Works collaboratively with people by co-operating and consulting to achieve joint outcomes.• Actively listens and promotes respectful two-way dialogue.• Is interested in other people's motivations and perspectives.
B6 Empowers and coaches others
<i>Gives autonomy to others and helps them grow.</i>

<p>Summary:</p> <ul style="list-style-type: none"> • Prioritises a learning culture through empowerment, encouragement, praise and recognition. • Recognises gaps in skills and knowledge and deals with mistakes and performance issues constructively. • Proactively contributes to others development through regular constructive feedback, one-to-one discussions, training, coaching and mentoring.
ACCOUNTABILITY:
B7 Takes ownership and responsibility
<i>Demonstrates personal accountability.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach, planning ahead, prioritising and managing time to deliver individual team objectives. • Shows accountability over mistakes and delays. • Seeks clear direction and information, checking things are working.
B8 Professional
<i>Demonstrate high standards and the skills and ability to deliver,</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Maintains health and safety in the workplace and acts to mitigate risks in their work. • Makes evidence-based decisions to improve service delivery. • Performs their role to a high standard at all times, keeping up-to-date with relevant professional skills, knowledge and behaviours.
B9 Forward-looking
<i>Demonstrates adaptability and anticipates change positively.</i>
<p>Summary:</p> <ul style="list-style-type: none"> • Positively engages with new ways of working and implementing learning. • Takes the initiative to resolve problems. • Is flexible, adapting to changing needs and demands.



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Job title: Fire Cadets Volunteer Recruitment Assistant

Employer: London Fire Commissioner

Post no: 430376

Grade: FRS B

Directorate: Operations

Department: Fire Safety

Section: Community Safety

Location: Brigade Headquarters, 169 Union St, London, SE1

Reports to: Fire Cadets Volunteer Co-ordinator (Grade: FRSC)

Staff directly responsible for: None

How this job contributes to Our Vision:

The postholder will be responsible for provision of an efficient administration and support service to the Fire Cadets Team in relation to volunteer recruitment and wider aims of the LFB Fire Cadets programme..

Main duties and responsibilities

1. Performance and self-development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines to the appropriate person.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality of information in accordance with agreed procedures, disclosing information to authorised persons only.
- 1.3 Obtain sufficient resources, e.g. stationery, equipment, to meet own requirements.

- 1.4 Keep informed of the Brigade's policies, particularly those relating to equalities, safeguarding, attendance and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 1.5 Keep informed of the Brigade's procedures, particularly those relating to personnel and administration. Carry out these procedures, asking for training and guidance if necessary.
- 1.6 Identify and agree personal development needs, identifying opportunities and discussing them with managers. Monitor own performance against agreed indicators and objectives.
- 1.7 Use the information and communication systems of the Brigade in accordance with the ICT Acceptable Use policy.
- 1.8 Use all information systems in accordance with the General Data Protection Regulation and the Data Protection Act, and with regard to the Freedom of Information Act.

2. Effective working relationships

- 2.1 Establish and maintain professional working relationships with other members of staff and with external groups and organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in all dealings with colleagues and the public.
- 2.2 Ensure that all communication and interaction with others is carried out in a helpful, polite and timely manner, according to the principles of customer care, and messages passed on accurately, quickly and efficiently.
- 2.3 Answer the telephone politely and efficiently and help callers with their requirements. Respond to queries with due regard to the Freedom of Information Act.
- 2.4 Receive and assist visitors, both internal and external, identifying their requirements and helping them to achieve the purpose of their visit. Ensure that the principles and practices of the Brigade's equality policies are followed in all dealings with other people.
- 2.5 Answer letters, e-mails and other communications promptly and efficiently, passing on information where necessary.

3. Administration and support for Fire Cadets

- 3.1 Process applications for Cadets and Volunteers and forward to relevant members of the team within timeframes set, obtaining any relevant information from partners or parents and carers. Use Brigade systems to ensure sensitive information is recorded accurately and held securely, according to the principles of customer care and the General Data Protection Regulation.
- 3.2 Record and provide statistical information relating to volunteer recruitment and retention across London in the required format. Review, maintain and update data using manual and computerised filing systems. Provide management with information on request.
- 3.3 Undertake information gathering and research using the Brigade's systems and the internet as directed to support recruitment of volunteers across London. Support the collation and recording of evaluation data and the outcomes.
- 3.4 Produce business documents as required using the Brigade's standard software. Write routine correspondence and reports appropriate to the work undertaken. Produce paperwork for meetings, writing agenda and notes of proceedings as directed.

- 3.5 Support the volunteer recruitment process by assisting with the planning and administration of recruitment drives, applications and interviews, training courses, events, meetings, and ongoing administrative support for volunteers within the organisation. Organise all necessary equipment, catering, and any other item necessary for the delivery of the service or event.
- 3.6 Process claims for payment, invoices and documentation for purchases as required, checking computations and dealing with discrepancies relating to the volunteer process, including supporting the Volunteer Recruitment Coordinator with processing expense and subsistence claims.

4. Monitor and maintain a healthy, safe and secure workplace

- 4.1 Organise own work and the work of the team to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 4.2 Carry out organisational security measures. Identify and report any security risk or breaches. Maintain confidentiality of personal, sensitive information in accordance with agreed policies and procedures, disclosing information to authorised persons only, as required by the Data Protection Act and Freedom of Information Act.
- 4.3 Undertake duties with due regard to the environment.

Note: In addition to the duties set out above, you may from time to time be required to undertake extra duties necessary to meet the needs of the Brigade. Such duties to be commensurate with the responsibilities and grading of the responsibilities and grading of the post.

Note: Due to the nature of the post all successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Date: 31 March 2022

1 Experience

- 1.1 Experience of producing correspondence, minutes and short reports in plain English, using correct grammar, spelling and appropriate vocabulary.
- 1.2 Experience of undertaking arithmetical calculations; checking claims and invoices, detecting errors and making corrections and producing simple statistics.
- 1.3 Experience of organising, planning and prioritising own work; meeting deadlines and targets while working flexibly within a team.
- 1.4 Experience of using standard computerised office systems and specialised computer databases together with an understanding of their role in an office environment.
- 1.5 Experience of undertaking multi-step manual and computerised administrative processes.
- 1.6 Experience of using keyboard skills of a sufficient standard to enter data and create documents with speed and accuracy.

2 Skills

- 2.1 The ability to communicate with people in a professional and helpful manner in order to exchange information and to offer advice and assistance.
- 2.2 The ability to use interpersonal skills that contribute to a team-working environment where colleagues demonstrate mutual respect, care and consideration.
- 2.3 Strong written communication skills with the ability to respond clearly and concisely to emails both internally and externally.
- 2.4 The ability to acquire knowledge quickly, particularly of Fire Cadets both locally and nationally to inform the relevant procedures relating to the work of the team.

3 Knowledge

- 3.1 An understanding of the reasons for having an equalities policy and why it is observed in all areas of work and behaviour. A knowledge of one's own individual responsibility with regard to the policy.
- 3.2 A thorough understanding of one's individual responsibility with regard to health and safety in the workplace.
- 3.3 An understanding of the reasons for the need to maintain appropriate confidentiality and security of data and other sensitive material, and how this can be achieved in an office environment.
- 3.4 An understanding of current Safeguarding processes and policy.
- 3.5 A working knowledge of current social, emotional and challenging issues impacting on young people today.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

Date: 31 March 2022

LFB BEHAVIOURS

FRS B/FRS C/FRS D

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<i>Demonstrates adaptability and anticipates change positively.</i>
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LONDON FIRE BRIGADE

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Job Description

Job Title:	Head of Policy and Partnerships PPRU
Employer:	London Fire Commissioner
Post No:	430338
Grade:	FRS G
Directorate:	Operational Delivery
Department:	Fire Safety
Location:	LFB Headquarters, 169 Union Street, SE1
Reports to:	TBC
Responsible for:	TBC

How This Role Contributes To Our Vision:

The activity and outputs of this role will help influence and drive policy changes and promote best practice, towards the outcome of a safer built environment. Promoting and supporting a safer built environment protects our communities and all those who live and work in buildings, including residents, the public, and firefighters.

JOB RESPONSIBILITIES

In 2018 NFCC set up a Building Safety Programme Team (BSP Team) to lead the Fire and Rescue Services' response to reforms proposed by the Government in response to the Independent Review of Building Regulations and Fire Safety, lead by Dame Judith Hackitt.

In late 2019 the Government invited the Chair of NFCC, to Chair a new Protection Board (PB). The Board consists of senior representatives from the Home Office, the Ministry of Housing, Communities and Local Government (MHCLG), the National Fire Chiefs Council (NFCC) and the Local Government Association (LGA), with the involvement of the shadow regulator (the Health and Safety Executive).

The Government then provided dedicated funding to support an uplift in FRSs Protection activity and capability, with part of the funding available for the work of the NFCC.

The PPRU Head of Policy and Partnerships will have managerial responsibilities for the Policy and Communications team of the National Fire Chiefs Council Protection Policy and Reform Unit (PPRU). This role oversees the development of the overall policy function, and delivery of all key policy and communications products for the PPRU. The key focus of the role is to help shape the future of fire and building safety policy and ensuring that all services understand these changes.

As a member of the PPRU SLT this role works to promote, support and grow the work of the PPRU.

This role includes presenting to funding partners the ongoing strategic and business case needs for continued dedicated resourcing for the PPRU.

MAIN DUTIES AND RESPONSIBILITIES

1. National policy

- 1.1 Since the Grenfell Tower Fire, the NFCC has been working to influence legislative changes to improve the safety of the built environment. This role oversees that activity and provides strategic coordination for the NFCC's policy positions, activities and priorities with regard to building regulations and fire safety policy. This role will promote a safer built environment by effectively influencing and shaping public policy.
- 1.2 This role provides direct advice and support to senior leaders in the NFCC including the Chair of NFCC and Chair of the Protection and Business Safety Committee, as well as the Head of the PPRU. This may include direct communication and engagement with Ministers, elected members/Mayors, and senior officials.
- 1.3 This role will support the work of the NFCC to influence and shape national level policy development impacting on all UK FRS, including the new building safety regulatory model, towards the introduction of the proposed new Building Safety Regulator (BSR).
- 1.4 Working alongside a team of technical fire safety experts and fire engineers, to help translate expert technical advice into public policy and advice for senior decision makers.
- 1.5 Responsible for supporting a high-profile programme of work to respond to recommendations from the Grenfell Tower Public Inquiry and HMICFRS.

2. National partnerships

- 2.1 This role supports FRSs to provide national leadership and drive strategic change. The National Fire Chiefs Council (NFCC) is the professional voice of the UK fire and rescue service. Across the many types of governance structures within the UK fire and rescue service including the devolved administrations, the NFCC has a wide range of stakeholders.
- 2.2 This is a politically neutral role, requiring political awareness, sound judgement and discretion.
- 2.3 Working with FRSs, Government partners and wider stakeholders, mobilising and developing new approaches to tackle building safety regulation.
- 2.4 Required to influence internal and external stakeholders, including Heads of Service. Required to personally initiate contact with governmental bodies to influence attitudes

and public policy, to manage relationships and act as an ambassador of the NFCC, representing the views and positions of UK FRS and Chief Fire Officers.

- 2.5 The purpose of this role is to promote a safer built environment, by influencing public policy, building and maintaining strong relationships with legislators, and engaging with and monitoring stakeholders.

Date: 24 March 2022

1. Experience

- 1.1 Experience advising busy, senior decision makers at the highest level. Confident building rapport with senior leaders. Experience in producing advice to Ministers, or delivering in an area of significant policy reform.
- 1.2 Experience of handling high profile issues within a political environment.
- 1.3 Experience of developing and maintaining effective working relationships with a wide variety of stakeholders across the fire and rescue service and government.
- 1.4 Experience of working in a fast-moving environment agile, ideally with experience from a public sector background.
- 1.5 Experience of co-ordinating the work of projects and teams to deliver objectives on time and in budget.
- 1.6 Experience of leading on the production of policy advice, guidance, and consultations.
- 1.7 Experience of working in a leadership role, mentoring or managing other team members.

2. Skills

- 2.1 Strong communication skills in person, in writing, in front of chief officer-level/senior civil servant/political audiences.
- 2.2 Ability to develop and then communicate complex policy simply including by providing impactful written reports, and presenting effectively at strategic meetings.
- 2.3 Build relationships with senior representatives of fire and rescue services. Excellent interpersonal skills, with the ability to deal with a wide range of stakeholders.
- 2.4 Ability to develop and deliver communication strategies.
- 2.5 Excellent analytical, policy development, communications, and problem-solving skills. Ability to gather and analyse information from a variety of sources, drawing out relevant points and communicating them succinctly. Ability to analyse, evaluate and probe all available information, spending time assessing its validity and relevance, in order to draw the correct conclusions from it.
- 2.6 Organisation and attention to detail. Thorough, with the ability to establish and maintain procedures and systems.
- 2.7 Ability to lead a policy and communications team, developing a clear vision for their work.
- 2.8 Ability to operate corporately as part of a senior leadership team and develop the overall vision for fire protection.
- 2.9 Ability to use initiative and judgement to resolve problems encountered, which may be complex in nature. Comfortable working with ambiguity; ability to deal with unexpected problems or situations as they arise.

2.10 Adept at providing support to very senior decision makers, have excellent time management skills, and ability to prioritise competing demands.

3. Knowledge

3.1 Educated to degree level or above.

3.2 Understanding of policy techniques and how these are applied, including cost/benefit analysis, impact analysis etc.

3.3 Understanding of the machinery of government, the civil service and Cabinet, parliamentary and legislative procedures.

3.4 An understanding of equalities issues and a commitment to ensuring appropriate policies are adhered to.

3.5 An understanding and commitment to good health and safety practice in the workplace.

3.6 An awareness of the importance of maintaining confidentiality and the principles of the GDPR, Data Protection and Freedom of Information Acts.

3.7 Political awareness, with the ability to exercise discretion, judgment and confidentiality when dealing with elected members and officers at every level, and to demonstrate political neutrality at all times.

3.8 Good digital presentation skills across Microsoft and web based platforms; adept in Powerpoint and visual presentation.

3.9 An understanding of building safety and construction market regulation is desirable.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application the ways in which your experience, skills and knowledge meet each of the highlighted selection criteria, or all criteria if none are highlighted. Please note that if you are shortlisted, you can expect all criteria to be addressed at the next stage. If you do not adequately address each and every one of the relevant selection criteria, it will not be possible to shortlist you.

Date: 24 March 2022



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London.

Our vision – We will be a dynamic, forward looking organisation of fully engaged people at the centre of the communities we serve, adapting to the changing needs of London.

Job Description

Job Title:	Fire Protection Board Admin Manager
Employer:	London Fire Commissioner
Post Number:	430340
Grade:	FRS E
Directorate:	Operations
Department:	Fire Safety
Location:	Brigade Headquarters, 169 Union Street, London SE1
Reports to:	Fire Protection Board Lead Officer (Grade: GM)
Staff Directly Responsible for:	BSP Admin Support Officer (Grade: FRS C)

How this job contributes to our vision:

This post plays a pivotal role in ensuring a consistent approach to managing the administration processes of the Protection Board, providing guidance and specialist support to managers and staff as necessary. The post holder will undertake the role of information gatekeeper for the Protection Board t, working closely with colleagues in the NFCC Building Safety Programme team.

MAIN DUTIES & RESPONSIBILITIES

1. Protection Board Management

- 1.1 Provide a proactive point of liaison for members of the Protection Board ensure understanding of the role of the Protection Board and wider impact on the Fire and Rescue Service
- 1.2 Provide guidance and specialist support to Protection Board members in order to support the Board as part of a wider set of protection considerations.
- 1.3 Ensure delivery of information and products that support the effectiveness of the

- Protection Board activities.
- 1.4 Produce regular (ad-hoc) reports outlining achievement against key indicators, commitments and actions, collating responses from relevant stakeholders.
 - 1.5 Manage the collation and production of trend/descriptive analyses of performance management data to prepare management information reports for the board .
 - 1.6 Lead, or be actively involved in, any review of arrangements across the Protection Board.

2. Co-ordination of Protection Board activities

- 2.1 Undertake the role of Admin officer to engage with Protection Board contacts, ensuring our activities are consistent with the national approach
- 2.2 Contribute ideas and options to manage emerging building safety concerns requiring review by the Protection Board. Take a lead in identifying and communicating new deliverables.
- 2.3 Co-ordinate the Protection Board work to ensure it is completed in a professional and timely fashion.
- 2.4 Maintain an overview of outstanding actions and ensure all relevant stakeholders are kept informed
- 2.5 Take responsibility for the management of the Protection Board administrative processes including any records or data , ensuring for both its accuracy and security in line with Brigade policy.
- 2.6 Manage the work of the Building Safety Programme team Support Officer, providing guidance and support as necessary. Assisting with presentations and familiarisation sessions as appropriate.

3. Document/Sharepoint Manager

- 3.1 Oversee the development and maintenance of records/document management strategy and policies and promote process change linked to the use of documents within the organisation.
- 3.2 Oversee the records service for storage of inactive paper and electronic records, retention scheduling and destruction and archiving of paper and electronic records.

4. Information Management

- 4.1 Undertake the role of Freedom of Information liaison for the Board and the contributing Fire and Rescue Services, acting as a conduit to ensure that information is provided with relevant information in a timely manner, particularly in more detailed cases where a number of individuals or teams may have had involvement.
- 4.2 Ensure that confidentiality and security of information is maintained at all times, and that the Brigade's protective marking scheme is implemented (as necessary).

5. Staff Management

- 5.1 Lead, manage, develop and motivate staff to maximize their contribution to the Brigade's work and to ensure the provision of flexible, efficient and effective planning and performance management services to the organization.
- 5.2 Manage the performance of staff, ensure any training/development needs are identified and assess the effectiveness of any training provided.

6 General

6. Provide advice and guidance to senior managers (NFCC BSP LFB) on matters relevant to the role.
- 6.2 Draft reports, briefing notes and correspondence and/or briefing papers to committee and/or the Protection Board, working parties, etc.
- 6.3 Communicate with and manage internal stakeholders relevant to delivery of the responsibilities of the post, including maintaining opportunities for stakeholders to input the needs and requirements to ensure systems and processes continue to meet business needs.
- 6.4 Enhance understanding (within the LFB/ [or] by Brigade staff,) and achievement of corporate values, standards, systems and policies of the Protection Board.
- 6.6 Take responsibility for ensuring own continuing professional development, identifying areas where new skills and/or knowledge would be beneficial in relation to the duties of the post and undertaking appropriate developmental activities in consultation with line manager, subject to budgetary constraints.
- 6.7 Keep informed of Brigade policies in relation to the role and the level of responsibility. Carry out all activities in accordance with these policies, asking for training and guidance if necessary.

7 Equalities and Health and Safety Policies

- 7.1 Ensure that every aspect of the functions of the post directly promote the Authority's Equalities and Health and Safety Policies.
- 7.2 Undertake display screen equipment duties in accordance with Brigade policy and the regulations governing their use.

Note: In addition to the duties set out above you may from time to time be required to undertake extra duties necessary to meet the demands of the Brigade. Such duties will be commensurate with the responsibilities and grading of the post.

Date: 24 March 2022

Selection Criteria For: Fire Protection Board Officer

Grade: FRS E

1. Experience

- 1.1 Experience in the use of a wide range of information technology applications together with good keyboard skills and an understanding of the ways in which IT applications can be utilised efficiently in an office environment.
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.
- 1.3 Experience of manipulating and interpreting statistical data and to present such information intelligibly in both graphical and written format.
- 1.4 Experience of leading, collaborating and working with others from across the organisation in order to promote, improve and drive ownership of performance management standards.

2. Skills

- 2.1 Excellent written and verbal communication skills in order to prepare concise and accurate reports, briefing papers and discussion documents for senior management, and to liaise effectively with staff at all levels.
- 2.2 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels internally and externally ensuring high levels of customer care.
- 2.3 High level of IT skills and knowledge, with expertise in the use of data and developing information systems.
- 2.4 High level of numerical and analytical skills in order to present and analyse statistical information and provide written reports and summaries of research; high level presentation skills, including the ability to convert complex data into an easily digestible format.

3. Knowledge

- 3.1 Knowledge, or the ability to rapidly acquire such knowledge, of fire safety procedures and legislation.
- 3.2 An understanding of the importance of confidentiality and security of sensitive information/data, particularly in relation to GDPR and FOIA
- 3.3 An awareness of equality issues and a commitment to ensuring appropriate policies are adhered to in the context of the duties of the post.
- 3.4 An understanding of health and safety issues within an office environment together with an awareness of the regulations governing the use of display screen equipment.
- 3.5 An understanding of the key commitments within the London Safety Plan relevant to Fire Safety

Note: Applicants for the above post must state clearly in their application the ways in which their skills and experience meet all of the selection criteria for this post. If you do not adequately address each and every one of the selection criteria in your application we may not be able to shortlist you.

Date: 24 March 2022

LFB BEHAVIOURS

FRS E/FRS F

The Brigade has defined a set of behaviours that, when demonstrated, are associated with delivering excellence, enabling us to serve and protect London.

Our behaviours are the actions and activities that people undertake individually and collectively that result in effective performance.

Our behaviours are designed to give an overview of what is expected of individuals working for the organisation and provide a clear standard of what good looks like.

For the post the following is a summary of the applicable behaviours and competencies (Tier 2)

COMPASSION:
B1 Self-aware
<i>Can honestly self-assess, manage their emotions, and understand their impact on others.</i>
Summary: <ul style="list-style-type: none">• Promotes self-reflection and acceptance of constructive feedback in order to improve.• Aware of own emotions and how to manage these.• Asks for support or advice when needed and promotes the value of this to others.
B2 Selfless
<i>Considers and supports the needs of others whilst respecting their own health, safety and wellbeing.</i>
Summary: <ul style="list-style-type: none">• Understands the importance of working with others with diverse beliefs, cultures and traditions.• Acts with kindness, recognising and supporting the health, safety and wellbeing of others, whilst recognising their own needs.• Promotes the importance of giving others the opportunity to express themselves without interruption/judgement.
B3 Empathy
<i>Recognises the emotions of others and shows understanding for these.</i>
Summary: <ul style="list-style-type: none">• Prioritises being trustworthy, leading with consistency, patience and reliability.• Demonstrates and promotes an honest and unbiased approach.• Creates a team environment where people listen to each other's concerns to fully understand different circumstances and perspectives.
TOGETHERNESS:
B4 Inclusive
<i>Includes others and welcomes everyone.</i>
Summary: <ul style="list-style-type: none">• Ensures that an appropriate standard of privacy and dignity is maintained and actively promotes this within teams.• Recognises, respects, and makes full use of skills and strengths, encouraging others to share their views, ideas and suggestions.• Is approachable and communicates organisational messages positively, even under difficult circumstances, being clear, sensitive and concise.
B5 Teamwork
<i>Works with others to achieve results.</i>
Summary: <ul style="list-style-type: none">• Promotes collaborative working with and between people by co-operating, consulting and compromising to achieve team outcomes.• Role-models active listening and encourages two-way dialogue to facilitate individual participation,

<p>respect and engagement.</p> <ul style="list-style-type: none"> • Promotes the value of understanding other people's motivations and perspectives to create a strong sense of team spirit and reduce conflict.
<p>B6 Empowers and coaches others</p>
<p><i>Gives autonomy to others and helps them grow.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Proactively seeks out opportunities to develop people and engage them in this process, using methods such as empowerment, encouragement and recognition. • Promotes a positive approach to development across teams, dealing with performance issues constructively and contributing to others development through a range of methods including: regular feedback, one-to-one discussions, training, coaching and mentoring. • Supports a coaching culture through encouraging others to take career development opportunities and nurturing talent.
<p>ACCOUNTABILITY:</p>
<p>B7 Takes ownership and responsibility</p>
<p><i>Demonstrates personal accountability.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Takes a proactive approach to ensure consistent progress towards objectives by planning ahead, prioritising and managing own and team time effectively. • Is accountable for mistakes and delays, taking action to resolve them. • Seeks and provides up-to-date information and proactively monitors quality and progress.
<p>B8 Professional</p>
<p><i>Demonstrate high standards and the skills and ability to deliver,</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Acts to mitigate risks in their own and others work, including health and safety, economic, operational, legal or reputational. • Makes decisions and establishes standards based on evidence, to guide performance and high standards of service delivery. • Performs their role to a high standard and ensures others do the same, keeping up to date with relevant professional skills, knowledge and behaviours.
<p>B9 Forward-looking</p>
<p><i>Demonstrates adaptability and anticipates change positively.</i></p>
<p>Summary:</p> <ul style="list-style-type: none"> • Is a champion for positive change, driving forward innovation and new ways of working. • Takes the initiative to resolve problems. • Able to overcome resistance and support others to adapt to and implement change.



LONDON FIRE BRIGADE

The London Fire Commissioner is the fire and rescue authority for London

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

Job Description

JOB TITLE: Administrative Support & Research Officer

EMPLOYER: London Fire Commissioner

POST NUMBER: 430323

GRADE: FRS C

DIRECTORATE: Operations

DEPARTMENT: Fire Safety

SECTION: Building Safety Programme Team

LOCATION: Brigade Headquarters, 169 Union Street

REPORTS TO: Head of Building Safety Team

RESPONSIBLE FOR: None

HOW THIS ROLE CONTRIBUTES TO OUR VISION:

By ensuring that a comprehensive, effective and efficient administrative support is provided to the Building Safety Team (BST), and the BST's senior members, and by conducting research into building regulations and fire safety related issues in order brief senior members, and prepare reports or presentations, record minutes of meetings and provide project support to initiatives.

MAIN DUTIES AND RESPONSIBILITIES

1. OFFICE MANAGEMENT, ADMINISTRATION AND RESEARCH

- 1.1 Support to BST meetings, boards, other groups and ad hoc meetings by arranging meetings (including coordinating times, booking rooms or associated travel for yourself or other team members), producing draft and final agendas, minutes and papers and following up on actions, as required. Accompanying team members to external meetings.
- 1.2 Provide support to the Head of the BST and the senior team including liaison with senior members and officers across the National Fire Chiefs Council, other relevant staff across the Brigade, consultants and contractors and preparation of reports, briefing papers and other information on various matters, as necessary.
- 1.3 Support the Head of the BST and staff to effectively manage the workplan, and ad hoc policy outputs, advice and deliverables as arise, to ensure all deadlines are met and necessary clearances secured.

- 1.4 Research into issues relating to Fire Safety and Fire Protection, as directed, using the results to brief senior members, draft reports, and prepare presentations for delivery by the Head of the BST and the senior team.
- 1.5 Deal with internal or external requests for information on behalf of the Head of the BST and senior team members.
- 1.6 Ensure that all filing systems, both manual and electronic, are set up as required, and maintained, managed and developed to enable efficient administration and working of the BST, working with external stakeholders.
- 1.7 Ensure that direct secretarial support to Head of the BST and the senior team members is provided, including diary maintenance and co-ordination, word processing, message taking, processing documents, use of the computer network and standard software packages across both London Fire Brigade and the NFCC, including Outlook, Word, Excel, Office 365, Workplace, etc.
- 1.8 Deal with sensitive issues on behalf of the BST and to exercise discretion as to when strict confidentiality should be maintained.
- 1.9 Act as liaison and first point of contact for personal/telephone callers to the BST and dealing with them as appropriate. Callers may be from within the organisation or elsewhere.
- 1.10 Ensure that all aspects of arranging and servicing meetings are efficiently organised, including co-ordination of briefing papers and background documents, compilation of agendas, dispatch of documents and note-taking, as required.
- 1.11 Undertake research and provide support to the range of externally funded projects assigned to the BST.
- 1.12 Draft routine and more complex correspondence, memoranda, notes, etc, on behalf of the Head of the BST and senior team members.
- 1.13 Assist with the provision of hospitality to visitors including the ordering and receipt of required items using the Brigade's Purchase Order Management System (POMS). To prepare invoices using the Purchase Invoice Management System (PIMS) and/or co-ordinate invoicing internally and with partners as necessary.
- 1.14 Provide support to the senior management team arising from business continuity events and exercises.

2. COMMUNICATIONS

- 2.1 To assist in the drafting timely and well-informed reports and provide advice regarding document developments, as directed.
- 2.2 Establish and maintain management processes and systems that provide for clear and understandable management information and work co-operatively with colleagues to provide updates and support. Ensuring the outputs and work of the team are centrally stored and filed.
- 2.3 Establish and maintain effective working relationships with staff at all levels and with representatives of external organisations.
- 2.4 Assist with presentations/briefings to individuals or groups, colleagues or managers, as required. Assist with the drafting of other communications products, updates, newsletters or others that may arise, working collaboratively with partners.

- 2.5 Deal with contacts, both within the Brigade, and from external organisations, including civil servants, elected Members and members of the public, helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's Equalities policy and the Freedom of Information Act.

3. PERFORMANCE, MANAGEMENT INFORMATION AND SELF DEVELOPMENT

- 3.1 Plan and organise own work to ensure that both routine and unexpected tasks are completed promptly, as necessary. Report anticipated difficulties in meeting deadlines to the Head of the BST, and senior team members.
- 3.2 Maintain and develop personal awareness of internal and external reference sources and information that is necessary for the efficient working of the BST. Maintain confidentiality in accordance with agreed policies and procedures, disclosing information to authorised persons only.
- 3.3 Keep informed of the Brigade's policies and the Directorate's procedures, as they relate to the role and level of responsibility, particularly those relating to equalities, human resources and health and safety. Carry out all activities in accordance with the policies, asking for training and guidance if necessary.
- 3.4 Keep informed of Brigade decisions and ensure that they are carried out in the context of the duties of the post.
- 3.5 Identify and agree personal development needs in accordance with current policies, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

4 MANAGEMENT, LEADERSHIP AND SUPPORT

- 4.1 Plan, organise and co-ordinate the work of the BST senior management team to ensure that tasks are completed efficiently and to agreed performance standards.

5. MONITOR AND MAINTAIN A HEALTHY, SAFE AND SECURE WORKPLACE

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace.
- 5.2 Take responsibility to ensure that hazards are removed safely, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, particularly in relation to the Display Screen Equipment Regulations. Report accidents and emergencies in accordance with established procedures.
- 5.3 Carry out organisational security measures in accordance with the Authority's Protective Security policy. Identify and report any security risk or breaches.
- 5.4 Consider environmental impact when carrying out the duties of the post.
- 5.5 Use the information technology and communication systems of the Brigade in accordance with the ICT Acceptable Use policy. Use the information technology and communication systems of the WMFS in accordance with WMFS ICT policies, where using NFCC technology. Use all information systems in accordance with the GDPR and Data Protection Act.

Note 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties as necessary to meet the needs of the BST and the NFCC. Such duties will be commensurate with the responsibilities and grading of the post.

Date: 23 November 2018

SELECTION CRITERIA FOR: Admin Support and Research Officer **GRADE:** FRS C

1 Experience

- 1.1 Experience of providing an effective and efficient secretarial service to senior management.
- 1.2 Experience of using a range of information technology applications together with an understanding of how IT applications can be utilised in the context of the work of the post.

2 Skills

- 2.1 Good written and oral communication skills in order to draft both routine and more complex correspondence, and to liaise effectively with staff at all levels.
- 2.2 Good organisational skills in order to manage and prioritise workloads and to ensure deadlines are met.
- 2.3 The ability to undertake research using a variety of sources and to provide written summaries of findings.
- 2.5 Good interpersonal skills in order to develop and maintain effective working relationships with staff at all levels, both internally and externally.

3. Knowledge

- 3.1 An understanding of the reasons for having an equality policy and why it is observed in all areas of work and behaviour. An understanding of one's responsibility with regard to the policy, both individually and as a manager.
- 3.2 Awareness of one's responsibility with regard to health and safety in workplace, both individually and as a manager.
- 3.3 An understanding of the need to maintain appropriate confidentiality within the policies of the Brigade and the legal requirements of the GDPR, Data Protection Act and Freedom of Information Act.

Note: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

DATE: 23 November 2018

Fire and rescue staff pay rates

New policy number: **716**
Old instruction number: **558a, 558b, 558c**
Issue date: **31 January 2008**
Reviewed as current: **13 March 2023**
Owner: **Assistant Director, People Services**
Responsible work team: **Culture and Organisational Development**

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1 Introduction

- 1.1 This document details the latest fire and rescue staff (FRS) pay and allowances increases with effect from 1 April 2022. These rates take into account the agreed increase of 5% from 1 April 2022.

2 Revised rates

- 2.1 The revised rates of pay for Fire and Rescue Staff are detailed in Appendix 1 of this policy.

3 Implementation

- 3.1 Implementation and payment of the revised rates of pay is in March 2023 salaries, backdated to 1 April 2022.

4 Salary Progression Increase (SPI)

- 4.1 Under a local pay agreement with effect from 01/04/07, progression through the salary scale has been via a salary progression increase implemented on 1 July each year. This is separate to the annual and pay allowances increase.

With effect from 1 July 2022:

- All eligible staff will receive an SPI of up to 1%.

- 4.2 Eligibility for a SPI for employees taking up positions within the preceding 12 months are as follows:

- (a) 100% for an eligible employee taking up post on or before 31 December of the preceding year.
- (b) 50% for an eligible employee taking up post between 1 January and 31 March.
- (c) Eligible employees taking up post between 1 April and 30 June will not be eligible for a payment until the following year.
- (d) Eligible employees temporarily promoted will be dealt with in accordance with (a) – (c) above for the purposes of eligibility at their temporary grade, and the same criteria shall be used where relevant towards progression to the maximum of their substantive grade.

- 4.3 An employee will not receive a SPI or the full SPI, if they are at the maximum of their scale or if the full SPI would take them above their salary maximum. No employee will receive payment above the relevant salary maximum.

5 Allowances

- 5.1 The Staff Code (Section B) Allowances as detailed in Appendix 2 of this policy are increased by 5% in line with the settlement.

6 Further details

- 6.1 If you have any queries on the application of this award, please contact the HR Helpdesk on extension 89100.

Appendix 1 – Fire and rescue staff pay rates with effect from 1 April 2022

FRS grade	01.04.2022
B Minimum	27,626
Maximum	32,586
C Minimum	32,586
Maximum	39,119
D Minimum	38,721
Maximum	44,333
E Minimum	41,653
Maximum	49,754
F Minimum	49,754
Maximum	64,606
G Minimum	66,100
Maximum	82,103

Appendix 2 - Staff code allowances (section Bb)

Grade/type of Employee	Reason	01.04.2022 (5% increase)
Any employee	Interpreting duties (per session)	47.90
	Translating documents into English (per 100 words)	4.65
	Translating documents into a foreign language (including sign language) (per 100 words)	6.07
Any employee	Rostered on call allowance	
	Weekdays	37.82
	Saturdays	56.74
	Sundays/PHs	75.64
	Annual rate (shared between officers)	17,053.31
Any employee	Call-out allowance (per occasion)	
	Weekdays	14.59
	Saturdays	21.86
	Sundays/PHs	29.09
	(Rates doubled if employee is in non-overtime grade)	
Any employee	designated by Head of Department/AC to undertake first-aider and fire warden role (per annum)	345.31

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	06/02/23	SDIA	28/10/22	HSWIA	27/10/22	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Pages 2, 3 and 5	Application of revised London Weighting allowance.	28/01/2009
Page 2, para 1.1	Sentence added to end of paragraph 'At this stage, the percentages referred to are only indicative'.	03/04/2009
Para 5.1, page 2. Page 3 and 5	London Weighting allowance updated.	13/11/2009
Throughout	Reviewed as current.	13/04/2010
Throughout	Change of helpdesk extension.	15/05/2010
Page 2, para 1.1	Added third bullet point – "1.575% from 1 April 2009"	19/05/2010
Appendix 1, page 4	Columns 5&6 updated to reflect 1.575% pay award.	
Appendix 1, page 5	Continuation of updating of columns 5&6 and bottom of page 5 headed; 'Summary of Fire and Rescues staff pay scales 2007-2009	19/05/2010
Appendix 2, page 6	Updating of "staff code allowances (section Bb)".	19/05/2010
Throughout	Addition of "Craft" and "Manual" to title throughout the policy to reflect the addition of information from Policy Number 558a and 558b.	28/05/2010
Appendices 1 and 2	Updated the tables in these appendices to reflect the current situation.	
Policy	This policy has been given a new number PN716 as the data from PN558a, 558b and 558c has been merged.	
Appendix 1	Revised pay scales to show effect of consolidation of London weighting allowance into basic pay with effect from 1 July 2011.	30/03/2012
Throughout page 2 Para 6.1	Revised pay scales to show effect of settlement with effect from 1 April 2012. Page 2 paragraph 6.1 removed.	22/11/2012
Throughout	Revised pay and allowances in line with April 2013 Court of Appeal judgement, and £400 pay increase wef. 01/04/13.	08/08/2013
Page 5	SIA date added.	07/02/2014
Throughout	Revised pay and allowances in line with 2014 pay agreement.	04/08/2014
Page 6	'Subjects list' table - template updated.	06/01/2015

Page/para nos.	Brief description of change	Date
Throughout	Revised pay and allowances in line with 2015 pay agreement.	28/08/2015
Page 1	Policy title changed - from 'pay scales' to 'pay rates'.	19/08/2016
Throughout	Revised pay and allowances in line with 2016 pay agreement.	04/11/2016
Throughout	Revised pay and allowances in line with 2017 pay agreement.	19/03/2018
Throughout	Revised pay and allowances in line with 2018 pay agreement.	31/08/2018
Page 4	Rostered standby allowance renamed to rostered on call allowance.	13/09/2019
Throughout	Policy reviewed as current with revised pay and allowances in line with 2019 pay agreement. Removal of obsolete Staff Code allowances.	20/01/2020
Throughout	Policy reviewed as current with revised pay and allowances in line with 2020 pay agreement.	19/10/2020
Throughout	Policy reviewed as current with revised pay and allowances in line with 2021 pay agreement.	12/05/2022
Page 4	First aid updated to first aider and fire warden role	04/08/2022
Page 1 Page 2 Page 7	Index updated to include Salary Progression Increase. New paragraph 4 detailing the Salary Progression Increase details and eligibility in line with 2007 pay agreement. SDIA and HSWIA updated.	21/11/2022
Throughout Page 7	Policy reviewed as current with revised pay and allowances in line with 2022 pay agreement. EIA updated.	13/03/2023

Subject list

You can find this policy under the following subjects.

Pay	Salaries

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification

Uniformed operational staff pay rates

New policy number: **558**
Old instruction number: **PER:A005:a1**
Issue date: **18 September 2008**
Reviewed as current: **18 November 2022**
Owner: **Assistant Director, People Services**
Responsible work team: **Culture and Organisational Development**

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1 Introduction

- 1.1 On 6 March 2023 the National Joint Council for Local Authority Fire and Rescue Services reached a formal pay settlement agreement on the pay award set out in the national joint council circular NJC/1/23 and NJC/3/23.
- 1.2 The revised rates represent:
 - An average increase of 7 per cent in basic pay effective from 1 July 2022 and;
 - An average increase of 5% per cent in basic pay effective from 1 July 2023.
- 1.3 Under the local agreement reached in 2022, a Marauding Terrorist Attack (MTA) skills based payment of 2% will be paid with effect from 1 April 2022 as a separate allowance for firefighters up to group commander. This is inclusive of the consolidated London Weighting and CPD payments, and is pensionable.
- 1.4 Under the 2019 R2R agreement, separate development rates of pay for leading firefighters, sub officers and station officers were abolished with effect from 16 October 2019. From this date staff on development in these ranks are paid at the competent rate of pay.
- 1.5 The previous NJC 'continual professional development' (CPD) payments were consolidated for all roles under local agreements reached between 2008-2013, and are now reflected in the 'maximum' rates for leading firefighters, sub officers and station officers, and the 'competent plus' rates for firefighters, station commanders and group commanders.
- 1.6 Under local agreements reached in 2012, London weighting allowance was consolidated into basic pay of station and group commanders, backdated to 1 July 2011. Under a local agreement reached in August 2019, London weighting allowance was consolidated into the basic pay of firefighters, leading firefighters, sub officers, and station officers with effect from 1 October 2019.

2 New rates

- 2.1 Appendices 1 and 2 detail the revised salaries, overtime rates and flexible duty supplements (FDS) for all operational uniformed roles up to group commander effective from 01 July 2022. The hourly rates shown reflect the national formula of dividing the annual rate by 52.143 (rounded to the nearest penny) and then by 42 (rounded to the nearest penny). Overtime rates are calculated similarly.
- 2.2 Appendix 3 details the station commander to group commander additional duties rates, agreed as part of the Middle Managers Agreement within the Joint Committee for Middle Managers, which commenced on 1 July 2015. These rates increase in line with NJC pay settlements.

3 Implementation

- 3.1 Implementation and payment of the revised 2022 rates of pay is in March 2023 salaries, backdated to 1 July 2022..

4 Mess manager's allowance

- 4.1 The mess manager's allowance was increased from £31.57 per month to £31.96 per month with effect from 1 July 2009.

5 Standby and related allowances

- 5.1 See Policy number 916 for the standby and related allowance rates. The flat rate return of kit allowance (payable when attending [non-partial day] training courses requiring collection and transportation of PPE) increases by the application of the pay award to £12.04 with effect from 1 July 2022.

Appendix 1 – Firefighter to station officer

Rank	Basic Salary	Basic hourly	Overtime x 1.5	Overtime PH x 2
	£		£	£
Trainee Firefighter	30,742	14.04	21.06	28.08
Firefighter Development	31,972	14.60	21.90	29.20
Firefighter Competent (from PDR sign off date)	41,024	18.73	28.10	37.46
Firefighter Competent Plus (after 5 years from PDR sign off date)	42,078	19.21	28.82	38.42
Leading Firefighter Development (paid at LFF competent rate)	44,771	20.44	30.66	40.88
Leading Firefighter Competent (from PDR sign off date)	44,771	20.44	30.66	40.88
Leading Firefighter Maximum (after 1 year from PDR sign off date)	45,828	20.93	31.40	41.86
Sub Officer Development (paid at SubO competent rate)	46,829	21.38	32.07	42.76
Sub Officer Competent (from PDR sign off date)	46,829	21.38	32.07	42.76
Sub Officer Maximum (after 1 year from PDR sign off date)	47,742	21.80	32.70	43.60
Station Officer Development (paid at StnO competent rate)	49,295	22.51	33.77	45.02
Station Officer Competent (from PDR sign off date)	49,295	22.51	33.77	45.02
Station Officer 1 year (after 1 year from PDR sign off date)	50,558	23.09	34.64	46.18
Station Officer 2 year (after 2 years from PDR sign off date)	51,823	23.66	35.49	47.32
Station Officer Maximum (after 3 years from PDR sign off date)	53,406	24.39	36.59	48.78

Legacy Protected Sub Officer rate

This Sub Officer pay scale applies if the Sub Officer/WMA was on this protected rate at the time of role to rank (16/10/2019). Prior to becoming a Watch Manager A, the employee would have been a Crew Manager 'competent plus' on the CM+ Scheme A). No staff are being placed on this rate after 16/10/2019.	Basic salary	Basic hourly	Overtime x 1.5	Overtime PH x 2
Legacy Protected Sub Officer Development/Competent rate	46,979	21.45	32.18	42.90

Appendix 2 – Station commander to group commander

Role	Basic salary	FDS	Total	Hourly Rate
	£	£	£	£
Station Commander Development	50,633	10,126.60	60,759.60	27.74
Station Commander A Competent	51,968	10,393.60	62,361.60	28.48
*Station Commander A Competent Plus	52,840	10,568	63,408	28.95
Station Commander B Competent	55,214	11,042.80	66,256.80	30.25
*Station Commander B Competent Plus	56,087	11,217.40	67,304.40	30.73
Group Commander Development	57,382	11,476.40	68,858.40	31.44
Group Commander A Competent	58,919	11,783.80	70,702.80	32.28
*Group Commander A Competent Plus	59,795	11,959	71,754	32.76
Group Commander B Competent	62,943	12,588.60	75,531.60	34.49
*Group Commander B Competent Plus	63,815	12,763	76,578	34.97
* Competent plus rate is paid after one year at competent rate				

Appendix 3 – Station commander to group commander additional duties rates

Note:

Officers performing additional duties to maintain the operational rota will be paid their flat hourly rate multiplied by the number of extra hours providing operational cover, multiplied by:

- 50% when converting a 9 hr duty to a 24 hr duty; or
- 60% when converting a Rota Leave day to a 24 hr duty;

These rates are rounded to the nearest whole pound. Rates from 1 July 2022 following pay award are as below. The lower rate corresponds to officers on development; the higher rate corresponds to officers on the B rate, competent plus.

SC(D)/SC converting a 9 hr duty to a 24 hr duty, either:	<ul style="list-style-type: none"> • A 9 hr duty as compensatory leave; or • £208 to £230
SC(D)/SC converting a Rota Leave day to a 24 hr duty, either:	<ul style="list-style-type: none"> • A 24 hr duty as compensatory leave; or • £399 to £443
GC(D)/GC converting a 9 hr duty to a 24 hr duty, either:	<ul style="list-style-type: none"> • A 9 hr duty as compensatory leave; or • £236 to £262
GC(D)/GC converting a Rota Leave day to a 24 hr duty, either:	<ul style="list-style-type: none"> • A 24 hr duty as compensatory leave; or • £453 to £504

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	12/12/2020	SDIA	25/10/2022	HSWIA	25/10/2022	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 2	Application of revised London Weighting allowance.	28/01/2009
Throughout	Document updated in light of 2009 pay award.	02/09/2009
	Watch Manager Dev (Prot), Stn Mgr (Dev) min £311, Stn Mgr (Dev) Prot and Group Mgr (Dev) Prot roles deleted from document. Changes made to Watch Mgr B salary ranges.	07/09/2009
Page 3	£4,959 added to Watch Manager B Salary Range (effective date 18.09.08) row/LW 1.7.08 column.	18/09/2009
Para 8.1, page 2 Pages 3, 4, 5	London Weighting allowance updated. £5,021 added to row/LW 1.7.08 column of Appendices 1, 2 and 3. Amendment to Total Salary column in accordance with new London Weighting allowance.	13/11/2009
Throughout	Amended error in London Weighting effective date to 2009.	12/04/2010
Throughout	This policy has been renamed due to the merging of policy numbers 558a, b and c into policy number 716.	28/05/2010
Throughout	New text added to reflect 2012 agreement.	11/10/2012
Throughout	New text and rates added to reflect 2013 agreements (national and local).	01/07/2013
Throughout	New rates added to reflect 2014 national agreement. Reviewed as current.	08/08/2014
Page 5 Page 7	Amendment to wording in Appendix 1. 'Subjects list' table - template updated.	12/12/2014
Throughout	New rates added to reflect 2015 national agreement. Reviewed as current.	13/07/2015
Throughout	Changes to implement Middle Managers Agreement 2015.	24/08/2015
Throughout	New rates added to reflect 2016 national agreement. Reviewed as current.	01/08/2016
Throughout	New rates added to reflect London Weighting agreement. Reviewed as current.	17/08/2016
Page 1	Policy title changed - from 'uniformed staff (except control) pay rates' to 'uniformed operational staff pay rates'.	19/08/2016
Page 2, Para. 5.1	Change 'Standby Allowance' to 'Return of Kit allowance' to reflect March 2017 standby etc. agreement.	03/05/2017

Page/para nos.	Brief description of change	Date
Page 2, 5.1	Updated link to standby policy.	31/10/2017
Throughout	New rates added to reflect 2017 interim national agreement. Reviewed as current.	10/01/2018
Throughout Appendix 1 Appendix 2	Reviewed as current. New rates added to reflect 2018 national agreement. Please re-read to familiarise yourself with the content. Figures change apart from the London Weighting column. Figures change apart from the London Weighting column.	10/10/2018
Throughout	New rates added to reflect (i) 2019 NJC pay rise wef. 01/07/19; (ii) consolidation of London weighting allowance for FF-StnO wef. 01/10/19; and (iii) R2R changes wef. 16/10/19.	3/10/2019
Throughout, including Appendices 1-3	New rates added to reflect 2020 NJC pay rise wef. 01/07/20.	13/10/2020
Throughout	New rates added to reflect 2021 NJC pay rise wef. 01/07/21.	13/09/2021
Page 2 Page 7	New paragraph 1.3 detailing the MTA 2% skills based payment allowance wef. 01/04/22. SDIA and HSWIA updated.	18/11/2022
Throughout	New rates added to reflect 2022 NJC pay rise wef. 01/07/22.	10/03/2023

Subject list

You can find this policy under the following subjects.

Pay	Salaries

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification