



Job Description

TITLE OF POST:	Legal & Compliance Manager
RANK/ROLE:	Green Book – Grade 11
POST REFERENCE:	
LOCATION:	BFS Department - Service HQ (To be discussed with Head of Business Fire Safety)
RESPONSIBLE TO:	Deputy Head of Business Fire Safety
MAIN PURPOSE OF ROLE:	The main purposes of this post are to: • Provide leadership and support across the organisation; • Manage fire safety legal and policy work, to discharge the Fire Authority’s statutory policy, regulatory and enforcement duties; • Actively promote fire protection initiatives; • Manage nominated BFS personnel and their activities to ensure effective service delivery and the achievement of the Service’s objectives; • Manage resources, project and communicate information to ensure continuous improvement; • Undertake enforcement of fire safety legislation and associated regulations; • Provide reciprocal management and professional cover for equivalent Business Fire Safety management roles and apply specialist training, development, competency, and operational expertise across departmental workstreams to support business continuity and service resilience. This job description provides an overview of the requirements of the role whilst specific details may be found in the specified documents and websites.



SCHEDULE OF RESPONSIBILITIES	RESPONSIBLE TO
1. Lead the Business Fire Safety vision, including positive role modelling and team leadership, taking an active role in embedding the BFS Operating Model successfully.	Deputy Head of Business Fire Safety
2. Promote respect, integrity, trust, honesty and fairness both within the organisation and in the delivery of services.	Deputy Head of Business Fire Safety
3. Undertake personal appraisals and performance reviews for personnel and teams within area of managerial responsibility;	Deputy Head of Business Fire Safety
4. Monitor the work and activities of nominated personnel and analyse statistical data about their performance, quality and output and provide regular performance reports and recommendations	Deputy Head of Business Fire Safety
5. To provide support and development for staff in the BFS Department and carry out investigations as required in the event of a reduction in professional standards.	Deputy Head of Business Fire Safety
6. Manage BFS legal and policy work, to discharge the Fire Authority's statutory policy, regulatory and enforcement duties Advise, assist and support BFS personnel to undertake casework and case preparation;	Deputy Head of Business Fire Safety
7. Keep up-to-date with national developments in areas such as new legislation, codes of practice;	Deputy Head of Business Fire Safety
8. Manage the research, development, implementation and maintenance of BFS department policies and procedures;	Deputy Head of Business Fire Safety
9. Liaise with legal representatives to resolve queries and to undertake case preparation for Court;	Deputy Head of Business Fire Safety



10. Support the development of strategies and policies to achieve corporate and departmental objectives;	Deputy Head of Business Fire Safety
11. Support the implementation of strategies and policies to achieve corporate and departmental objectives;	Deputy Head of Business Fire Safety
12. Manage consultation arrangements with other parties and stakeholders to ensure continuous improvement in Fire Safety delivery;	Deputy Head of Business Fire Safety
13. Maintain standards and ensure consistent and efficient delivery and enforcement of all fire safety and fire investigation legislation and associated practices;	Deputy Head of Business Fire Safety
14. Administer changes to legislation, regulations, standards and codes of practice to improve the service delivery;	Deputy Head of Business Fire Safety
15. Monitor the work and activities of nominated personnel and analyse statistical data about their performance, quality and output and provide regular performance reports and recommendations;	Deputy Head of Business Fire Safety
16. To take part in the recruitment processes within the department as necessary.	Deputy Head of Business Fire Safety
17. Undertake audits and inspections of simple and complex premises including the pre and post inspection administration;	Deputy Head of Business Fire Safety
18. Undertake enforcement actions including the serving of statutory notices within the scope of your warrant card;	Deputy Head of Business Fire Safety
19. Ensure statutory notices are correctly served, monitored;	Deputy Head of Business Fire Safety



20. Attend internal and external meetings and then provide feedback to managers and colleagues to enhance their knowledge and support decision making;	Deputy Head of Business Fire Safety
21. Respond to consultations and undertake any pre or post visits forming part of the consultation;	Deputy Head of Business Fire Safety
22. Respond to complaints, enquiries and other such fire safety related investigations;	Deputy Head of Business Fire Safety
23. Provide advice and guidance when requested and make recommendations to support decision making;	Deputy Head of Business Fire Safety
24. Provide training, development, mentoring and assessment to Service personnel to raise awareness of fire safety related matters including the built environment;	Deputy Head of Business Fire Safety
25. Act as point of contact for nominated Service premises;	Deputy Head of Business Fire Safety
26. Utilise and maintain software systems and databases to help ensure the collation of accurate records and the generation of accurate statistics;	Deputy Head of Business Fire Safety
27. Responsible for ensuring full compliance with the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions, codes of practice, and service policies;	Deputy Head of Business Fire Safety
28. Business Continuity and Cross-Functional Support. The post-holder will work collaboratively with other Business Fire Safety managers to maintain the resilience and continuity of departmental functions. This includes providing management and professional cover for equivalent roles during periods of annual leave, sickness absence, training, or other authorised absences. The post-holder will contribute specialist training, development, competency, and operational expertise across Business Fire Safety workstreams, supporting colleagues and ensuring the effective delivery of	Deputy Head of Business Fire Safety



statutory duties, organisational priorities, and service objectives.	
National Occupational Standards You will be required to develop and maintain competency to fulfil the requirements of the national occupational standards for this role i.e. Level-4 Diploma in Fire Safety (Fire Safety Inspector).	Deputy Head of Business Fire Safety
Continuous Professional Development (CPD) You will be required to undertake and demonstrate continuous professional development to maintain, improve and broadening your knowledge and skills and that of others in accordance with Service policies and procedures.	Deputy Head of Business Fire Safety