



Job Description

TITLE OF POST:	Training and Competence 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; • Co-ordinate and deliver fire safety and fire investigation training for Service personnel; • 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 legal, regulatory, enforcement, and policy 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. To co-ordinate and deliver fire safety and fire investigation training activities for Service personnel and assist, when necessary, in delivering such training to external organisations;	Deputy Head of Business Fire Safety
7. Keep up to date with national developments in areas such as new legislation, codes of practice, training, development, mentoring, assessment etc. and ensure latest principles and practices are promulgated to Service personnel;	Deputy Head of Business Fire Safety
8. Manage the fire safety skills requirements ensuring personnel are identified and nominated for appropriate development courses;	Deputy Head of Business Fire Safety



9. Organise fire safety training events making appropriate logistical arrangements to ensure the smooth running of the planned events;	Deputy Head of Business Fire Safety
10. 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
11. Support the development of strategies and policies to achieve corporate and departmental objectives;	Deputy Head of Business Fire Safety
12. Support the implementation of strategies and policies to achieve corporate and departmental objectives;	Deputy Head of Business Fire Safety
13. Manage consultation arrangements with other parties and stakeholders to ensure continuous improvement in BFS delivery;	Deputy Head of Business Fire Safety
14. Maintain standards and ensure the consistent and efficient delivery and enforcement of all fire safety legislation and associated practices;	Deputy Head of Business Fire Safety
15. Administer changes to legislation, regulations, standards and codes of practice to improve the service delivery;	Deputy Head of Business Fire Safety
16. 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
17. To take part in the recruitment processes within the department as necessary.	Deputy Head of Business Fire Safety



18. Undertake audits and inspections of simple and complex premises including the pre and post inspection administration;	Deputy Head of Business Fire Safety
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19. Undertake enforcement actions including the serving of statutory notices within the scope of your warrant card;	Deputy Head of Business Fire Safety
20. Ensure statutory notices are correctly served , monitored;	Deputy Head of Business Fire Safety
21. 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
22. Respond to consultations and undertake any pre or post visits forming part of the consultation;	Deputy Head of Business Fire Safety
23. Respond to complaints, enquiries and other such fire safety related investigations;	Deputy Head of Business Fire Safety
24. Provide advice and guidance when requested and make recommendations to support decision making;	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. Undertake work related activities to meet the organisations statutory responsibilities under 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. Undertake work related activities to meet the organisations statutory responsibilities under 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
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

- The responsibility for administering the contents of this job description lies with the post-holder.
- The post-holder should continually check this job description and any responsibility not included and any proposed variations should be the subject of discussion with the Line-Manager.
- Where difficulties arise that cannot be resolved by the Line-Manager reference may be made to the Head of Department who will consult with parties as necessary.

Name:

PR No:

Date:

Signature:

