



## Gwasanaeth Tân ac Achub Gogledd Cymru North Wales Fire and Rescue Service

### JOB DESCRIPTION

<b>POST TITLE</b>	Compliance Officer	<b>POST REF</b>	B1601 /A17
<b>DEPARTMENT</b>	Area Safety Office	<b>DATE</b>	1 <sup>st</sup> April 2019
<b>REPORTS TO</b>	Compliance Manager	<b>SALARY GRADE</b>	NWFRS 05
<b>LOCATION</b>	Various	<b>HOURS PER WEEK</b>	37

#### OVERALL JOB PURPOSE

To deliver and enforce Business Fire Safety, to a level determined by the post-holder's competence and grade, in a defined area within the North Wales Fire and Rescue Service's geographical boundaries.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

1.	To carry out a range of audits and inspections of premises falling under the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) and other relevant legislation to the level required of a Compliance Officer.
2.	Complete all necessary reports, legal notices, IT recording and administration in relation to point 1 above.
3.	To undertake such technical and process development that may be specified in order to become competent to conduct inspections and audits outlined in point 1 above and, all other associated tasks. This will include the requirement to successfully complete the Level 4 Certificate in Fire Safety (Fire Auditors) and the NEBOSH National Certificate in Fire Safety and Risk Management.
4.	Liaise and consult with Local Authority and other appointed persons and bodies for the purposes of improving fire safety compliance.
5.	Provide accurate and clear advice and sources of information to the Responsible Person and members of the public under The RR(FS)O in line with the requirements of the Regulator's Code so as to avoid imposing unnecessary regulatory burdens and assessing whether a safe outcome can be achieved with the least burdensome means.
6.	Prioritise and manage workload ensuring deadlines are met.
7.	To report to, and take direction from, the Area's Compliance Manager and/or any person nominated as the Compliance Officer's mentor.
8.	Participate in Business Fire Safety performance management meetings and audits.
9.	To attend hearings and Magistrates & Crown Court in pursuance of cases relating to Service enforcement and legal action under The RR(FS)O and other associated legislation.

<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>	
10.	To seek guidance on any Business Fire Safety matter with which he/she is required to deal with that falls outside or beyond his/her current competence.
11.	To attend any other courses and development that the Compliance Officer may be nominated for to enhance his/her general competence.
12.	To assist in the mentoring of Compliance Officers new to the department.
13.	To investigate complaints/offences contrary to fire safety legislation and to assist in any resulting investigatory process.
14.	To carry out fire risk assessments of NWFRS premises and liaise with other departments to facilitate legal compliance with the RR(FS)O.
15.	To comply with the Service's regulations and conduct him/herself in a manner consistent with the Service's objectives and core values when dealing with colleagues, other regulatory bodies and clients.

<b>SUPERVISORY RESPONSIBILITY</b>
None

<b>FINANCIAL RESPONSIBILITY</b>
None

<b>CONTACTS OUTSIDE OWN SECTION</b>
The compliance officer will be expected to liaise regularly with other regulatory authority including the local authority, Natural Resources Wales, CSSIW, NHS Wales and HSE as appropriate.

<b>LANGUAGE REQUIREMENTS</b>
The ability to communicate in Welsh - Level 4 – speaking and listening - requires that you can; Keep up an extended casual work related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to another language to answer unpredictable questions or explain complex points or technical information. Contribute effectively to meetings and seminars within own area of work. Argue for/against a case.

<b>EMPLOYMENT CHECKS / SPECIFIC REQUIREMENTS</b>
Basic DBS

**MANDATORY TRAINING**

The post holder will be required to successfully completed the compliance officer development programme which will include successful completion of;  
NEBOSH fire risk management course and the Level 4 Certificate in Fire Safety.

**OTHER**

County Office based with the requirement to undertake audits and inspections at a wide variety of public and commercial premises; this will involve working in and outdoors. Some unsocial hours to carry out the above when required

**PERSON SPECIFICATION**  
**Assessment for recruitment requirements and competencies**

<b>POST TITLE</b>	Compliance Officer
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<b>QUALIFICATIONS, KNOWLEDGE, EXPERIENCE</b>	<b>ESSENTIAL</b>
	The qualities without which a post holder could not be appointed
	Successful completion of (or the ability to successfully complete within the probation period) an industry recognised Fire Safety training programme, qualification or course
	Understand and apply principles of Fire related Health & Safety legislation
	Awareness of national and local Fire & Rescue Service core activities and functions
	A good standard of information technology skills
	<b>DESIRABLE</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria
	Previous knowledge of/or experience of Business Fire Safety
	Membership of a professional fire related institution or body
Experience of dealing with professional bodies, organisations and local authority departments	

<b>SKILLS</b>	<b>ESSENTIAL</b>
	The qualities without which a post holder could not be appointed
	A full and current driving licence
	The ability to interpret physical and written information and apply professional judgement based on training, knowledge and experience
	The role requires applicants to have a proactive self -motivated approach, who can work as part as a team and on their own initiative
	The ability to build effective working relationships with internal and external individuals and groups
	The ability to prioritise work and meet deadlines and respond positively under pressure
	Willingness to attend hearing's and court as part of Service enforcement and legal action
	Committed to work flexibly within conditions of service when required
	Satisfactory DBS (Basic).
Is able to communicate through the medium of Welsh (Level 4) Speaking and Listening – Requires that you can; Keep up an extended casual work related conversation or give a presentation with a good degree of fluency and range of expression but may need to revert to another language to answer unpredictable questions or explain complex points or technical information. Contribute effectively to meetings and seminars within own area of work. Argue for/against a case.	

	<b>DESIRABLE</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria
	None

<b>OTHER RELEVANT REQUIRE MENTS</b>	<b>ESSENTIAL</b> The qualities without which a post holder could not be appointed
	None
	<b>DESIRABLE</b> Extra qualities which can be used to choose between candidates who meet all the essential criteria
	None