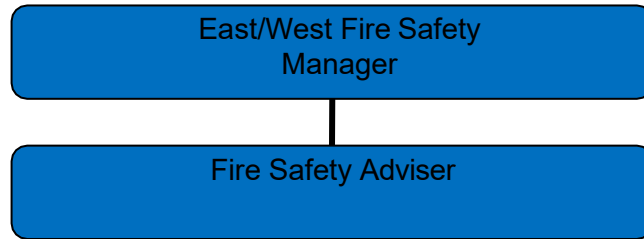


Job Title:	Fire Safety Adviser (Non-Uniformed) (DAPs ref Booklet 1) – Building Safety Regulator		
Post Reference	tbc	Temporary/ Permanent	Permanent
Grade:	Grade 3 (Development Scheme)	Hours:	37
Reports to:	Fire Safety Manager		
Line Management responsibilities: (Direct and Indirect)	None		
Directorate/ department:	Service Delivery – Protection		
Location:	Hub – West		
Politically Restricted	Yes ☐	No ☒	
Level of DBS Check Required	☐ Standard ☒ Enhanced ☐ Enhanced (with barred Child) ☐ Enhanced (with barred Adult)		
Safeguarding Level Required	☒ Level 1 ☐ Level 2		
Main Purpose of the Job: To improve public and business safety and reduce risk through targeted education and enforcement of fire safety legislation. To protect people, property and the environment by advising on the management of risks associated with actual or potential fire. To promote and support business and economic growth by providing guidance and advice to comply with the regulatory reform fire safety order in line with the government better for business for all agenda. To receive, process, allocate, complete and issue documents, standard letters and relevant communications in respect of all the work areas within the non-uniformed fire safety inspecting officers role whether statutory (required to meet legal compliance deadlines) or non-statutory.			

Organisational Structure



Key responsibilities and Deliverables:

Standards are aligned to the published standards of NFCC Competency Framework for Fire Safety Regulators

Identify and report hazards and risks associated with fire in simple premises.	- Understand requirements for identifying and reporting hazards and risks associated with fire - Understand control measures to mitigate the risks from fire - Be able to identify fire hazards and risks - Be able to report fire hazards and risks
Assess risks associated with fire in simple premises	- Understand requirements for assessing fire risks - Understand processes and guidance relevant to fire risk assessments - Be able to evaluate fire hazards and risks - Be able to agree solutions to minimise risks from fire
Ensure measures are in place to protect people from fire in simple premises	- Understand requirements for the protection of people from fire - Be able to ensure resources are available to manage fire risks
Review matters relating to fire protection systems in simple premises	- Understand legislative and organisational requirements applicable to fire protection systems - Understand the procedures and processes for reviewing matters relating to fire protection systems - Be able to evaluate fire risks - Be able to recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines
Plan and gather evidence for the purpose of fire safety regulation in simple premises	- Understand requirements for planning and gathering evidence for the purpose of fire safety regulation - Be able to plan and prepare the gathering of evidence for fire safety regulation - Be able to gather evidence for the purpose of fire safety regulation - Be able to collate evidence for the purpose of fire safety regulation
Visit premises for the purpose of fire safety regulation	- Understand the legislative and organisational requirements applicable to fire protection systems - Understand the procedures and processes for reviewing matters relating to fire protection systems - Be able to evaluate fire hazards and risks - Be able to recommend options to support appropriate risk reduction measures, fire precautions and maintenance routines

Participate and lead in activities/promotions to keep Berkshire communities Safe	☐ Accurately populate and maintain the Service's protection database ☐ Ensure operational risk information identified is correctly managed, referred and maintained ☐ Identify, report and refer any concerns to other departments/partners where people may be at risk outside of protection activities, i.e. Safe & Well, Safeguarding, Prevention, HSE, Environment Agency ☐ Promote and give fire safety advice in a range of communications to enable a good representation of the community
Other Duties	☐ Manage and contribute towards hub targets and activities as directed ☐ Collate feedback from those you regulate, and the beneficiaries of regulation to inform future activities to directive ☐ Support and carry out Fire Risk Assessments for RBFRS Premises across hub areas ☐ Implement, manage and maintain partnership working and consult other enforcing authorities and agencies as directed ☐ Support Protection projects/activities across the service where specialist participation is required ☐ Develop an understanding of businesses, (those you regulate), to support the need for compliance and develop tailored strategies to provide information and guidance as directed ☐ Fully understand and participate towards protection targets and activities as required and directed for the Hub Local Safety Plans ☐ Act in line with the principles of the GDPR regulations and other information security legislation

**Personal
Specification**

Qualifications and training	On recruitment	After Training/ Recruitment
A good standard of general education – Level 2 in English and Maths	✓	
Level 3 Certificate in Fire Safety (Fire Auditors) QCF		✓

Knowledge, skills and experience	On recruitment	After Training/ Recruitment
Awareness of the elements of the role	✓	
Awareness of current Health & Safety legislation With basic knowledge of risk assessment	✓	
Awareness of the aims and objectives of Royal Berkshire Fire & Rescue Service and its role within the community	✓	
Knowledge of Microsoft software packages	✓	
Knowledge of Fire Safety Legislation	✓	
Be able to define the legislative framework and the mechanisms of enforcement of fire protection in new, altered and existing buildings		✓
Fully understand the generic principles of means of escape and fire safety with an appreciation of their origins and development		✓
Fully understand the principles and practical application of fire detection and alarm systems, emergency lighting systems, firefighting equipment and fire safety signs and notices		✓
Knowledge and understanding of human behaviour in fire		✓
Understand the importance of management with regards to the protection of relevant persons from fire		✓
Be able to demonstrate a clear understanding of, and be able to distinguish between, the concepts of fire hazard and fire risk.		✓
Be able to demonstrate a clear understanding of the methods and measures to eliminate and control relevant risks		✓
Be able to demonstrate an awareness of cost benefit analysis with regards to fire prevention / protection issues.		✓
Recognise the limitations of prescriptive codes and understand the use of fire risk assessment to justify departures from them		✓
Be able to demonstrate a thorough knowledge of the causes of fire and the significance of the common causes in different occupancies		✓
Ability to use arithmetical calculations correctly and compile and interpret information and identify trends	✓	
Understand limitations and the need to involve more senior or specialist officers where necessary	✓	

Be self-motivated and prioritise work to achieve targets within tight deadlines and with minimal supervision	✓	
Be able to use IT systems effectively in the collation, analysis and presentation of information	✓	
Ability to interpret and apply legislation and regulations		✓
Experience of working as an individual and team member	✓	
Experience of working within a customer focused environment	✓	
Experience of risk assessment / risk management		✓
Experience of Health & Safety and related legislation		✓
Proven practical experience in the application of fire protection legislation		✓

Other Requirements

- Ability to travel to other locations within the South East of England
- Hold and maintain a current UK driving licence or are able to achieve mobility in connection with the needs of the role.
- Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Yourself**

Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

Leading Others (Behaviours for those who Manage/Influence Others)

Safe	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
Supportive	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional

	development.
Inclusive	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.
Leading the Service (Behaviours for those in Senior Management Positions)	
Safe	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
Supportive	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
Inclusive	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

Post holder name		Signature	
		Date	
Profile prepared by:	Prevention and Protection Change and Improvement Manager Rachel Bloomfield		
Approved by:	Protection & Prevention AM Dave Crease		
Profile Effective from:		Last reviewed:	January 2026