



Role Profile

Trainee Health and Safety (Fire Safety) Adviser			
Reference No.	N/A	Type	Individual
Service	Human Resources Service		
Job Family	Para-Professional	Grade	FC4-FC6

Purpose
To assist in the provision of competent health, safety and fire safety advice, risk assessments, training and audit to all Council Services.
During their work and training, both in-house and in their course study, the trainee shall be expected to develop the skills, personal attributes, knowledge and understanding necessary to carry out the role of a Health and Safety (Fire Safety) Adviser.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
The tasks will include, but not limited to, assisting with the following: Corporate Health and Safety Projects with a focus on fire safety.	Minimum of 3 standard grades, Intermediate 2 or equivalent	✓	
	Minimum of 2 Higher, Advanced Higher or equivalent qualifications, one must be English	✓	
	HND	✓	
	Science Qualifications		✓
	Engineering or science related HND or degree		✓
Development and delivery of health and fire safety training for a wide range of employee groups.	Computer literate with working knowledge of Microsoft Office or similar software packages	✓	

E = Essential Criteria D = Desirable Criteria

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	IT Qualifications Good organisational ability Uses own initiative Ability to work on your own	 ✓ ✓ ✓	✓
Undertaking audits of the implementation of the Council's Health and Safety Framework and Fire Safety Strategy.	Health and safety legislation Fire safety regulations Building Standards	 	✓ ✓ ✓
Research on a range of topics to help inform the development of Policies, Procedures and Guidance Notes.	Ability to communicate effectively both written and verbally Flexible attitude Enthusiastic and "can do" attitude Courteous Ability to work as part of a team	✓ ✓ ✓ ✓ ✓	
Provision of advice on a wide range of fire safety topics across all Services i.e., fire hazards, fire and smoke spread, means of escape, warning systems and fire safety management.	Ability to provide a regular and effective service	✓	
Following up any further actions required as a result of an incident involving Fife Council premises.	Ability to travel around Fife	✓	
Read and interpret new legislation into a plain English format suitable for the target audience.			

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Fire safety Incident investigations, making recommendations verbal and written reports in order to reduce the likelihood or prevent a similar recurrence.			
General enquiries – dealing with general health and safety and fire safety enquiries from employees, following these through to assistance, provision of information, report writing, training or audit. This may involve discussing the enquiry with a range of internal and external colleagues to reach a mutually acceptable solution.			
Minute taking at Corporate safety groups.			
Providing performance indicator information to a range of customers and working groups.			
Undertaking pro-active inspections.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.