



Role Profile

Trainee Fire Safety Adviser			
Reference No:	Trainee		
Service:	Human Resources		
Job Family:	Health & Safety	Grade:	FC4-FC6

Purpose
To assist in the provision of competent Fire Safety advice, carry out fire 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 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
Conducting Fire Safety Risk Assessments and inspections to identify fire hazards and ensure compliance with fire safety legislation and council policies.	Educated to SCQF6 (minimum 2 Highers and one must be English)	✓	
Provision of advice on a wide range of fire safety topics across all Services i.e., fire hazards, fire prevention, fire and smoke spread, means of escape, protection systems and fire safety management. This may involve discussing the enquiry with a range of internal and external colleagues to reach a mutually acceptable solution.	Educated to SCQF7 (science based qualification)		✓

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Undertaking audits of the implementation of the Council's Health and Safety Framework and Fire Safety Strategy	Computer literate with working knowledge of Microsoft Office or similar software packages Good organisational ability Uses own initiative and Ability to work on your own	✓ ✓ ✓	
Support premises duty holders to ensure they achieve fire safety compliance.	Ability to communicate effectively both written and verbally	✓	
Fire safety Incident investigations, making recommendations verbal and written reports in order to reduce the likelihood or prevent a similar recurrence.	Flexible, Enthusiastic and "can do" attitude	✓	
Following up any further actions required as a result of an incident involving Fife Council premises.	Fire safety regulations		✓
Research on a range of topics to help inform the development of Policies, Procedures and Guidance Notes.	Health and safety legislation		✓
Development and delivery of fire safety training for a wide range of employee groups.	Building Standards		✓
Read and interpret new legislation and guidance into a plain English format suitable for the target audience.	Ability to travel to locations across Fife Driving Licence	✓ ✓	
Assist providing performance indicator information to a range of customers and working groups.			

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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: <ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	Expected Behaviours <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>