



Job Description

Job Title:

Community Safety Advisor

Responsible To:

Community Fire Safety Team Leader

Responsible For:

None

Grade:

Grade 5, Spinal Column Point 14-19, £30,515 - £33,119

Hours:

36.25 hours per week

Location:

Western Area - Blackpool Fire Station, 62 Forest Gate Blackpool FY3 9RA

Other terms and conditions:

- National Joint Council for Local Government Services (Green Book)
- A Flexi Time Scheme is in operation
- Ad Hoc Car User

Special Requirements

- It is a requirement of the post that the post holder holds a current category 'B' (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service.
- It is a requirement of the post that the post holder will be able to attend evening and weekend meetings, visits and events as required.
- This role is subject to a Standard check with the Disclosure and Barring Service. Where undertaking Regulated Activity the role is subject to an Enhanced DBS check.

Our Aim

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

Our Priorities

- Valuing our people so they can focus on making Lancashire safer.
- Preventing fires and other emergencies from happening.
- Protecting people and property when fires happen.
- Responding to emergencies quickly and competently.
- Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values 'Strive' reflects the behaviours we expect from our staff:

- Service: Making Lancashire safer is the most important thing we do.
- Trust: We trust the people we work with.
- Respect: We respect each other.
- Integrity: We do what we say we will do.
- Valued: We actively listen to others.
- Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

- Putting our communities first: we put the interest of the public, the community and service users first.
- Integrity: we act with integrity including being open, honest, and consistent in everything we do.
- Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
- Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
- Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service's and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](#).

Job Role

Lancashire Fire and Rescue Service's purpose is making Lancashire safer. In pursuit of this purpose, all Lancashire Fire and Rescue Service activity is to be carried out within the framework of policies and procedures determined by the Combined Fire Authority and Service Management Team.

In delivering against the framework Community Safety Advisors will be required to operate within an Integrated Wellbeing, Prevention and Early Help environment, working closely within the community to foster a whole life approach to reducing risk and improving the quality of life.

Responsibilities

- Promoting and advising on Community Safety and the wider determinants of health and wellbeing, through the delivery of Home Safety Checks that contribute to improving outcomes for vulnerable people.
- Contribute to facilitating and implementing change through working together with partners and frontline staff to work in an integrated manner operating across communities.
- Fit smoke alarms and other equipment in a variety of residencies, supporting members of the community, including vulnerable people and those with specific needs for example those who have hearing and visual impairments.
- Undertake tasks which will require the use of hand tools whilst using a step ladder.
- Undertake tasks via the upper floors of buildings.
- Working in accordance with the principles of Data Protection.
- Operate within an integrated model that creates a holistic response to finding solutions to community safety matters and offering education and advice in the form of early and sustained action, supporting high risk people and their families (for example through signposting and referrals).
- Deliver improved outcomes through drawing on the skills and best practices that are accessible through working collaboratively within integrated teams where applicable, or existing local partnerships.
- Identify clear referral pathways to engage with vulnerable people and make every contact matter in the collaborative delivery of interventions.
- Developing and delivering community safety education packages / programmes to a variety of individuals and groups, focusing on improving outcomes and reducing risk in line with the Community Safety Strategy.
- Generate opportunities to work with members of the community of all ages and backgrounds, who are engaging in or identified as having the potential of engaging in, risk tasking behaviour/s.
- Prepare and present talks to a wide range of groups and organisations supporting local and national campaigns.
- Through Home Fire Safety checks and participation in Fire Safety campaigns bring about positive change in people's behaviours within their homes, through understanding our communities and culture.

- Work collaboratively in engaging vulnerable older persons, developing support mechanisms that encourage positive actions – e.g. people have an increased awareness and confidence to manage risks such as, social isolation, cold home, trips, falls and hazards.
- Develop a shared appreciation of the impact of falls in vulnerable older persons, considering also the wider impact on their confidence, independence and quality of life.
- Respond to emerging intelligence about local needs relating to accidents for older people and strengthen the existing networks across partners who provide services to older people which reduce the risk of accidental injury.
- Lead a range of activities and engagement programmes associated with reducing the risks to young people (outside of school hours) as agreed with the team leader to the level of responsibility for the role for example Fire Cadets.
- As directed by the Community Fire Safety Team Leader, lead and / or participate in pieces of work or projects including supporting local and national community and national safety campaigns.
- Provide instruction to others within the workplace and on training courses on work related subjects as required (e.g. Lancashire Fire and Rescue Service internal training packages, Toolbox Talks).
- Provide briefings to external partners on fire safety and referring clients for a Safe and Well visit.
- Undertaking time limited projects as agreed with the team leader, including researching areas of work and practice and presenting findings to the team for example reviewing dwelling fire activity to identify trends.
- Developing and mentoring colleagues within the workplace.
- Support the work of the Prince's Trust Programmes where applicable, as required, including temporary secondments.
- Maintain accurate records, observing the principles of Data Protection at all times.
- Demonstrate a commitment to personal development and actively participate in the appraisal process.
- To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
- Promote a positive image of the Service in dealing with all other organisations and members of the public.
- To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
- To observe all rules governing health and safety and use safety equipment where it is provided.
- To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.

- The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. (Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.)
Optional for uniformed grey and green book

Employee Specification

Please note all criteria are essential unless otherwise stated.

Qualifications

- 4 GCSE's Grade A-C or above or equivalent, (e.g. Level 2 Functional Skills) including Maths and English Language.

Knowledge, Skills, and Abilities

- Ability to problem solve.
- Ability to present information to groups of varying sizes and diverse audiences meeting their different needs.
- Effective verbal communication, interpersonal skills, and the ability to engage with people, face to face, and over the telephone.
- Effective written communication skills and the ability to take accurate and legible messages and produce brief reports.
- Effective team working skills.
- Computer and keyboard skills and the ability to use Microsoft Office applications including; Word, Power Point, Outlook and Excel.
- An understanding of the principles of Data Protection.
- An ability to prioritise and manage daily workloads.
- Ability to work effectively and safely as a lone worker.
- The ability to apply knowledge of health and safety as it is applicable to the job role.
- A commitment to inclusion, equality, and diversity.

Special Requirements of the Post

- It is a requirement of the post that the post holder holds a current category 'B' (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service as detailed in the terms and conditions of the post, see further details.
- It is a requirement of the post that the post holder will be able and be prepared to attend evening and weekend meetings/events as required.
- This role is subject to a Standard check with the Disclosure and Barring Service. Where undertaking Regulated Activity the role is subject to an Enhanced DBS check.

Desirable

- Some experience of being with vulnerable groups in either a work, personal or volunteering capacity.
- An ability to monitor databases and manipulate data from various sources and create relevant spreadsheets and charts.
- A knowledge of safeguarding
- A knowledge of and an understanding of how to meet the needs of vulnerable groups including; people with disabilities, young people, young offenders and people with a history of substance misuse.

Terms and Conditions

Job Title:

Community Safety Advisor

Responsible To:

Community Fire Safety Team Leader

Grade:

Grade 5, Spinal Column Point 14-19, £23,484 - £25,927

Hours:

36.25 hours per week

Location:

Western Area - Blackpool Fire Station, 62 Forest Gate Blackpool FY3 9RA

Car Parking:

Free Car Parking Facilities are available at Blackpool Fire Station.

Pension:

Local Government Pension Scheme

Annual Leave Entitlement:

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Spinal Column Points 14-19

0-5 years: 25 days

5-9 years: 27 days

10 years and above: 28 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

Other Terms and Conditions:

- National Joint Council for Local Government Services.
- Lancashire Fire and Rescue Service operates a flexi-time scheme.
- Ad Hoc Car User

Car Categorisation

Ad Hoc Car User

Current Category 'B' (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.

It is also a requirement that you provide, at your own expense, a suitable vehicle for use when required on official business journeys.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the "Lancashire Fire and Rescue Service Ad Hoc Car User Scheme".

The vehicle provided must be fit for purpose and meet the following requirements:

- Valid MOT test certificate.
- Maintained in accordance with the manufacturer's recommendations, kept in good condition and be always fully road legal.
- Insured for you to drive on official business journeys.
- It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business.

Clearances:

- Satisfactory references
- Occupational Health Assessment
- This role is subject to a Standard check with the Disclosure and Barring Service. Where undertaking Regulated Activity the role is subject to an Enhanced DBS check.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority.

Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.