West Yorkshire Fire & Rescue Service

Job Description

**Post Title: District Prevention Manager**

**Grade: Grade 7**

**Responsible to: District Commander**

**Responsible for: Management of the District Prevention Assistant and Fire Prevention Officers working permanently on District and supervision of those working temporarily on the District.**

**Purpose of Post: To ensure the effective delivery of the Prevention strategy on District, and the Service Plan objectives, by working with partners to deliver a reduction in fires, road traffic incidents, arson and anti-social fire related behaviour.**

# Main duties and responsibilities of the role

1. **First Area: -**
   1. To represent WYFRS as the Prevention lead for the respective District, showing an active commitment to the values of the Service and to promote the organisation in a positive manner.

1.2 Manage, develop and supervise all staff within area of authority including any seconded staff from partner agencies.

1.3 Responsible for HR performance management across respective areas of responsibility including compliance with health and safety practices.

1.4 Support the District Commander (DC) in the development, implementation and review of the District Annual Action Plan with regard to all areas of prevention activity.

1.5 Manage the delivery of Prevention priorities against the Safer Communities Strategy, Service and District Action Plans, and work closely with Central Prevention.

1.6 Lead on and ensure a co-ordinated approach to the delivery of Prevention Strategy across the District and, where appropriate, the County.

1.7 Commission resources through Central Prevention to develop specific training programmes, leaflets and activities as required by District priorities and the District Action Plan.

1.8 Lead and support the development and delivery of local plans and projects working in partnership with statutory, voluntary and community organisations.

1.9 To manage all aspects of safer communities’ activity and performance, with a specific focus on partner agency referrals, whilst ensuring active risk assessment and prioritisation of cases.

1.10 To use internal data and recording systems to monitor and analyse performance and trends, combining with other external data and intelligence systems from partner agencies where available.

1.11 In accordance with data protection policy, share information and intelligence with partner agencies, to prioritise and manage identified community safety and wellbeing issues, whilst actively promoting opportunities for joint delivery of objectives. Data to be accurate, current and compliant with WYFRS Information Management policies.

1.12 To prepare and deliver reports to a variety of internal and external boards and committees.

1.13 To convene and chair the Serious Incident Review (SIR) meetings following a fire fatality or serious near miss. Act as an independent member of review panels as required by partners for circumstances such as SCR (Serious Case Reviews) or DHR (Domestic Homicide Reviews).

1.14 Manage and oversee a small District Prevention budget and, when appropriate, prepare funding bids.

1.15 Responsible for the management of safeguarding concerns raised on District, and ensuring relevant agencies, e.g. Multi Agency Safeguarding Hubs (MASH), are alerted as laid out in the Safeguarding Procedure. Be the professional advisor on auditing of Safeguarding cases to ensure consistency and compliance to Local Authority Safeguarding Boards requirements.

1.16 Effectively manage and support WYFRS involvement with the MAPPA (Multi-agency Public Protection Arrangement) and MARAC (Multi-agency Risk Assessment Conference) across the District.

1.17 Support and work with the Youth Intervention Team in delivering targeted intervention programmes to children and young people.

1.18 Manage delivery of Service & District based social media accounts to promote effective community engagement and spread safety messages. Provide media interviews.

1.19 Produce and deliver the Prevention Performance Management Visit, including targeted learning areas, and produce performance management information for use by the District Commander and Assistant District Commanders.

1.20 Support the implementation of change management programmes across the District.

1.21 Work collaboratively with other District Prevention Managers and Central Prevention to share resources, ideas and best practice.

1.22 Develop and deliver local innovation with partners including sitting on and chairing meetings involving partner organisations to target and lead on activity that reduces risk for vulnerable people / areas.

1.23 To engage with diverse communities to ensure resources are directed to where they add greatest value.

1.24 To carry out other tasks as may be directed by the District Commander, commensurate with the grade of the post, including deputising for the District Commander on community safety matters when necessary.

**2. Second Area: -**

2.1 To implement and promote the Authority’s:

1. FirePreventionpolicies
2. Service Delivery Plan
3. Equality and Diversity Policies
4. Health and Safety policies
5. Lone Working and Violence at Work Policy
6. Information Security Management System polices
7. Safeguarding policies
8. Business continuity policy and contingency arrangements
   1. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
   2. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
   3. Responsibility to ensuring any data produced in relation to the post is accurate and current.
   4. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
   5. To undertake any Fire Prevention projects as directed by line management.

# Organisational wide responsibilities

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

1. A satisfactory Enhanced Disclosure and Barring check is required for the role.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience** | **Essential/Desirable** | **Where identified** |
| --- | --- | --- | --- |
|  | Previous experience of successfully managing the delivery of a wide range of community initiatives involving ‘at risk’ groups. | Essential | Application & Selection Process |
|  | Experienced people manager with a track record of success in managing delivery teams. | Essential | Application & Selection Process |
|  | Experience of working with high-risk individuals and groups. | Essential | Application & Selection Process |
|  | A track record of successful development and implementation of Partnerships. | Essential | Application & Selection Process |
|  | Has a proven track record of success managing complex project work. | Essential | Application & Selection Process |
|  | Demonstrates commitment and flexibility in working hours to meet objectives. | Essential | Application & Selection Process |
|  | Evidence of applying safeguarding principles. | Essential | Application & Selection Process |
|  | Experience in overseeing budgets, organising resources and establishing priorities for a team of delivery staff. | Essential | Application & Selection Process |
|  | Has experience of working with service delivery agencies to deliver service outcomes. | Essential | Application & Selection Process |
|  | Demonstrated ability to work with conflicting demands and time pressure. | Essential | Application & Selection Process |

|  | **Education and Training** | **Essential/Desirable** | **Where identified** |
| --- | --- | --- | --- |
|  | Evidence of continuing professional development. | Essential | Application & Selection Process |
|  | Has, or is willing to work towards, a relevant qualification in leadership and management, or is able to demonstrate an equivalent level of learning through experience. | Essential | Application & Selection Process |

|  | **Special knowledge and skills** | **Essential/Desirable** | **Where identified** |
| --- | --- | --- | --- |
|  | Good organisational skills and ability to plan, including the ability to deal with conflicting demands in order to meet deadlines. | Essential | Selection Process |
|  | Knowledge of the issues surrounding Community Safety Partnerships, Local Strategic Partnerships and NHS Reforms. | Essential | Application & Selection Process |
|  | Excellent written and oral communication skills. | Essential | Selection Process |
|  | The ability to motivate and develop effective working relationships with both internal and external contacts and Partnerships. | Essential | Selection Process |
|  | Excellent interpersonal, leadership, influencing and negotiation skills. | Essential | Application & Selection Process |
|  | The ability to chair, plan and positively contribute to meetings with management and stakeholders. | Essential | Application & Selection Process |
|  | Use IT (Microsoft Word, Databases, Excel and PowerPoint) effectively in the collation, analysis and presentation of information. | Essential | Application |
|  | Has a thorough understanding of the Data Protection and Freedom of Information Acts. | Essential | Application & Selection Process |
|  | An understanding of and ability to implement Health & Safety in the workplace. | Essential | Selection Process |
|  | Commitment to taking a lead role in driving forward West Yorkshire Fire and Rescue Service’s commitment to equality and diversity. | Essential | Selection Process |
|  | To hold and maintain a current valid UK driving licence. | Essential | Application |
|  | Demonstrates cultural awareness of the local community and its needs and is respectful of different cultures and ethnic backgrounds. | Essential | Selection Process |

Job Description last updated: **May 2017**

**New Pay Structure April 2019, Grade 8**

**New Pay Structure September 2022, Grade 7**