West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: PAIT Officer.**

**Grade: Grade 4.**

**Responsible To: PAIT Manager.**

**Purpose Of Post: To support in the delivery of the Service’s Safer Communities (Prevention) Strategy through effective engagement across all areas of Prevention.**

# Organisational chart.

A diagram of a company

Description automatically generated

# Main duties and responsibilities of the role.

1. To provide specialist advice and support to colleagues and partner agencies on high risk individuals and groups in line with the Safer Communities (Prevention) Strategy.
2. To research and develop new, evidence based approaches to delivering against the service priorities for reducing risk in collaboration with internal and external stakeholders.
3. To use the Prevention Database to accurately record and assess the quality of prevention activity, and provide prevention performance feedback, support and reports as required.
4. To research and develop procedure, guidance and training to support continuous improvement in prevention activities.
5. To participate in the development of, testing and training of technological developments to support service delivery.

# 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.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# 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.** |
| --- | --- | --- | --- |
|  | A track record of success in the application of a range of community safety activities. | Essential. | Selection Process. |
|  | Experience of communicating effectively with members of partner organisations, members of the public, identified at risk individuals and community groups. | Essential. | Application/Selection Process. |
|  | Excellent working knowledge of high risk intervention practice and an understanding of safeguarding. | Essential. | Application/Selection Process. |
|  | Experience in the development and delivery of education, awareness and training to promote community safety activities. | Essential. | Application/Selection Process. |
|  | Demonstrate an ability to work alone and as part of a team, having commitment and flexibility in working hours to meet objectives. | Essential. | Selection Process. |
|  | Experience of quality assurance processes in a medium to large organisation. | Desirable. | Application/Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Good standard of education with evidence of continuing development through formal and informal routes. | Essential. | Application. |
|  | A very high standard of written and oral communication. | Essential. | Application/ Selection Process. |
|  | Has, or is willing to work towards, a relevant assessor qualification. | Essential. | Application. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Able to assist in the development of multi-agency processes. | Essential. | Selection Process. |
|  | Be self-motivated and prioritise work directed to set targets with minimal supervision. | Essential. | Application/ Selection Process. |
|  | Monitor individual and team progress towards meeting targets. | Essential. | Selection Process. |
|  | Excellent problem solving and communication skills including an ability to influence, negotiate and clearly explain fire risks to a diverse audience. | Essential. | Application/ Selection Process. |
|  | Have an understanding of the social and environmental issues affecting different communities, with particular reference to issues of high risk and vulnerability. | Essential. | Application/ Selection Process. |
|  | Ability to carry out in depth and balanced research into home fire safety, arson and road safety solutions and interventions. | Essential. | Selection Process. |
|  | Use IT (Microsoft Office, Prevention Database, Incident Reporting System) effectively in the collation, analysis and presentation of information. | Essential. | Application/ Selection Process. |
|  | Has a thorough understanding of Data Protection and freedom of information. | Essential. | Application/ Selection Process. |
|  | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider. | Essential. | Selection Process. |
|  | To hold and maintain a current valid driving licence. | Essential. | Application. |

Job Description last updated: **January 2025**