West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Fire Prevention Officer.**

**Grade: Grade 3.**

**Responsible To: District Prevention Manager.**

**Purpose Of Post: To provide community safety advice and conduct high risk interventions.**

# Organisational chart.

# Main duties and responsibilities of the role.

1. To reduce the fire related fatalities and injuries across West Yorkshire by conducting high risk interventions and [safe and well visits](https://www.westyorksfire.gov.uk/safe-and-well-visits).
2. Delivering prevention education and community engagement activities.
3. To attend multi-agency case meetings regarding high-risk individuals, to provide information, expert advice and support.
4. To organise, manage and deliver district-based safety events as directed by the District Prevention Manager ensuring the safe and appropriate use of resources.
5. To support station colleagues in prevention activities.

# 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.** |
| --- | --- | --- | --- |
|  | Experience of communicating effectively with members of partner organisations, members of the public, identified at risk individuals and community groups. | Essential. | Application & Selection Process. |
|  | Experience in the delivery of education, awareness and training in the community. | Desirable | Application & Selection Process. |
|  | Demonstrate an ability to work independently and as part of a team, having commitment and flexibility in working hours to meet objectives. | Essential. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | A good standard of written and verbal communication. | Essential. | Application & Selection Process. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Be self-motivated and prioritise work directed to set targets with minimal supervision. | 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. |
|  | Confident use of IT systems such as Microsoft Word, PowerPoint, Teams and Excel. | Essential. | Application & Selection Process. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |
|  | To hold and maintain a current full valid car driving licence. | Essential. | Application. |

Job Description last updated: **February 2025.**