

## Apprenticeship Description

**Level 3**

**Business Fire  
Safety Advisor**

<b>Date</b>	<b>14/01/2019</b>
<b>Apprenticeship Title</b>	<b>Business Fire Safety Advisor</b>
<b>Training Provider</b>	<b>To be confirmed</b>
<b>Weekly Wage</b>	<b>£144.30</b> (if 19 years old or over, after 12 months your salary will increase to minimum wage for your age)
<b>Working Week</b>	<b>Monday – Friday, 9am – 5pm</b>
<b>Expected Duration</b>	<b>24 months</b>

### Vacancy description

As a Business Fire Safety Advisor with Cumbria County Council you will receive:

- High quality training and development opportunities
- Personalised support from managers and mentors
- The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career

### Key job specific activities

1. Organising your own workloads to conduct Fire Safety audits in accordance with the Service's Risk Based Inspection Programme, evaluating fire hazards and risks in low to medium risk premises and proposing measures to minimise risk and improve Fire Safety in business premises in pursuant of the Regulatory Reform (Fire Safety) Order 2005, ensuring all activities are recorded on the Community Fire Risk Management Information System. (CFRMIS).
2. Following the audit of business premises; deal appropriately with non - compliance issues that would not attract a formal enforcement notice as well as assisting Fire Protection Inspectors in the creation and issue of formal enforcement notices in accordance with the RR(FS)O.
3. Support enforcement and prosecutions work under supervision in line with Service Instructions
4. Engage with businesses, Responsible Persons and general public to provide advice on Fire Safety matters.
5. Assist in developing local partnerships with other enforcing authorities and agencies, in pursuant of team aims and objectives.
6. Assist with the identification of high risk premises, groups and individuals within the community and with the implementation of a targeted risk based reduction programme.
7. Carry out any other appropriate Fire Safety duties as deemed appropriate by the Line Manager.

## Key Information

### Qualifications required:

5 x GCSE at Grade C/4 or above (or equivalent) including English and Maths

### Desired Skills

We welcome applications from self-motivated individuals who are able to work as part of a team and are willing to learn and develop the following skills:

- Excellent communication skills
- Excellent organisation and planning skills
- Excellent listening and observation skills
- Excellent customer services skills
- Excellent levels of IT competency (Microsoft office software including Word, Excel, PowerPoint and Outlook)
- Excellent time management skills

### Personal Qualities and Behaviours

All County Council employees must adhere to the Council Behaviours which are:

- Communicate in a clear and constructive way
- Act with honesty and respect for others
- Demonstrate a positive flexible attitude
- Take responsibility for our actions
- Be committed to one team
- Be committed to equality and diversity and health and safety and have a logical and methodical approach to their work.

## Training provided

- Level 3 Business Fire Safety Advisor Apprenticeship

Cumbria County Council works with a range of high quality training providers, who deliver qualification and training courses for apprentices employed by the council.

These training providers will undertake the initial aptitude assessments; support with the recruitment process; deliver the qualification training (and ongoing assessments) and work closely with council staff to support apprentices to successfully complete their apprenticeship and move on to further training or employment.

## Disclosure and Barring Service – DBS Checks

- This post requires a standard DBS check.

## Other Factors

- You must ensure that you are able to travel to and from the work location specified on a daily basis. A maximum of up to £15.00 per week will be paid to support your travel from home to work.
- Following the successful completion of the apprenticeship programme many of our apprentices have moved on to either a higher level apprenticeship or have secured permanent employment with the council or other employers and have embarked on an exciting career pathway. Whilst there is no guarantee that a position would become available at the end of your apprenticeship, Cumbria County Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to apprentices. The skills you learn and the qualifications gained will be transferable to other roles either within the County Council or with other employers.