

Our vision – To be a world class fire and rescue service for London, Londoners and visitors.

JOB DESCRIPTION

Job Title:	Inspecting Officer (Disused Petrol Tanks)
Employer:	London Fire and Emergency Planning Authority
Grade:	FRS C
Directorate:	Fire and Community Safety
Department:	Fire Safety Regulation
Section:	Petroleum Group
Location:	Based at London Fire Brigade Headquarters, SE1
Reports to:	Team Leader Petroleum (Grade: FRS E)
Responsible for:	No line management responsibilities

How this role contributes to our vision:

The postholder provides professional and technical expertise to ensure that the Brigade's responsibilities under the Public Health Act, 1961, Section 73 are discharged effectively.

MAIN DUTIES AND RESPONSIBILITIES

1. Performance and self development

- 1.1 Plan and organise work to ensure that both routine and unexpected tasks are completed promptly. Report anticipated difficulties in meeting deadlines.
- 1.2 Keep up to date with information that is necessary for work activities. Maintain confidentiality in accordance with agreed policies and procedures and the requirements of the Data Protection Act and Freedom of Information Act, disclosing information to authorised persons only.
- 1.3 Keep informed of the Brigade's policies and the Directorate's procedures as they relate to the role. Carry out all activities in accordance with the procedures, asking for training and guidance if necessary.
- 1.4 Identify and agree personal development needs, seeking opportunities and discussing them with the line manager. Monitor own performance against agreed indicators and objectives.

2. Effective working relationships

- 2.1 Establish and maintain professional and effective working relationships with Brigade staff and external organisations. Ensure that the principles and practice of the Brigade's equalities policies are followed in dealings with colleagues.
- 2.2 Deal with contacts from external organisations and members of the public helpfully, politely and in a timely fashion, according to the principles of customer care and the Brigade's equalities policy and the Freedom of Information Act.

3. Service Delivery

- 3.1 To interrogate the historical records held by the Brigade both electronic and paper based to ascertain the locations of disused petrol tanks which have been made temporarily safe.
- 3.2 To visit the identified premises (or locations), to ascertain the current condition of the tank(s).
- 3.3 To identify the person or persons who have responsibility for the premises / tank(s) and to inform and educate them of their responsibilities.
- 3.4 To prepare inspection reports and instigate appropriate subsequent action in respect of making the tank(s) 'permanently safe'.
- 3.5 To monitor any subsequent works carried out to make the tank(s) 'permanently safe'.
- 3.6 To complete accurate statements where contraventions of the Public Health Act 1961 have occurred.
- 3.7 To serve notices under the Health and Safety at Work Act 1974 or the Public Health Act detailing necessary action to be taken and to testify in court as necessary.

4. Service Management

- 4.1 To liaise with the Team Leader Petroleum on a regular basis to agree work schedules and performance targets.
- 4.2 To accurately maintain records in respect of all duties undertaken and prepare concise and accurate written reports as instructed by the supervising officer.
- 4.3 To maintain proper administrative procedures and records in accordance with Brigade policy.
- 4.4 Use the information and communication systems of the Brigade in accordance with the Code of Practice on Computer Use.

5. Equalities and Health and Safety

- 5.1 Organise own work to minimise risk. Be aware of own responsibilities in maintaining a safe and healthy workplace. Ensure that hazards are removed, minimised and/or reported according to established procedures. Operate equipment following agreed procedures, and in line with training given, report accidents and emergencies in accordance with established procedures. Ensure compliance with the Display Screen Equipment Regulations.
- 5.2 Carry out the duties of the post with regard to the Brigade's Equalities Policy.
- 5.3 Carry out organisational security measures and report any security risk or breaches.

NOTE 1: In addition to the duties set out above, you may from time to time be required to undertake additional duties necessary to meet the needs of the Brigade; such duties to be commensurate with the responsibilities and grading of the post.

NOTE 2: The primary location of this post is at Union Street, but the postholder will be expected to undertake regular travelling as part of the role.

NOTE 3: This post is part of a new structure for the Directorate of Fire and Community Safety and may be subject to change as the post develops.

DATE: 9 July 2008

SELECTION CRITERIA FOR: Inspecting Officer (Disused Tanks) GRADE: FRS C

1. EXPERIENCE

- 1.1 Experience of using a range of software applications and packages together with good keyboard skills and an awareness of the ways in which IT applications can be utilised in relation to the duties of the post.**
- 1.2 Experience of organising, planning and prioritising own work and meeting deadlines and targets with minimal supervision.**
- 1.3 Practical experience of reading and interpreting drawings of a technical nature.**
- 1.4. Experience of dealing with the public and representatives of companies and property owners in a diplomatic and professional manner.**

2. SKILLS

- 2.1 An analytical approach to the work.
- 2.2 Effective interpersonal and oral communication skills in order to communicate effectively and develop and maintain effective working relationships with staff at all levels, members of the public and representatives of external organisations, ensuring that a high standard of customer care is maintained at all times.
- 2.3 Effective written communication skills in order to prepare written statements/ letters.
- 2.4 Numeracy skills in order to provide and maintain own work returns.

3. KNOWLEDGE

- 3.1 Knowledge of, or the ability to acquire, fire safety legislation as relating to disused petrol tanks.**
- 3.2 An understanding of equality issues and the ways in which best practice could be applied in the context of the duties and responsibilities of the post.
- 3.3 An understanding of good health and safety practice in order to ensure the health and safety of self and others both in the workplace and whilst on site.
- 3.4 An understanding of the importance of ensuring confidentiality and security of information including an awareness of the principles of the Data Protection and Freedom of Information Acts.

NOTE 1: Must hold a clean, current driving licence. (Unless already qualified, the postholder will be required to take and pass the Brigade's driving assessment during their probationary period).

NOTE 2: These are the criteria against which your suitability for the post will be assessed. You must show clearly in your application how your experience, skills and knowledge meet each of the highlighted selection criteria or all if none are highlighted. If you do not address the relevant criteria on your application form it will not be possible to shortlist you. Please note that if shortlisted you will be required to address all criteria when interviewed.

DATE: 9 July 2008