



## Fire Investigation ISO17020 Technical Manager

### BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

The Forensic Science Regulator has determined that all fire scene investigations that may enter the criminal justice system must, by 1st Oct 2024, be undertaken by organisations that are accredited to ISO/IEC 17020:2012.

This post is within the Prevention & Protection Team, within the Service Delivery Directorate, and reports to the Fire Investigation ISO17020 Project Manager, who will provide direction and support and agree priorities for your work area. The post holder will also report to the NFSP Fire Investigation Collaboration Lead, to obtain project direction, standards, and timescales to follow National requirements.

Within this framework, the post holder will assist the Fire Investigation Project Manager in the management, delivery and development of service delivery functions and employees (approximately 10 fire investigators and one administrator) within a defined geographical area, including monitoring the achievement of performance targets to ensure services are being delivered efficiently and effectively.

The post holder will also support the Directorate Management Team by contributing to policy development and coordinating/participating in project work as necessary.

This role is funded through the budget agreed for the Fire Investigation ISO17020 project and ongoing work. The post will initially be for 18 months, and will then be reviewed in line with the project funding.



## Job Description, Core Values and Person Specification

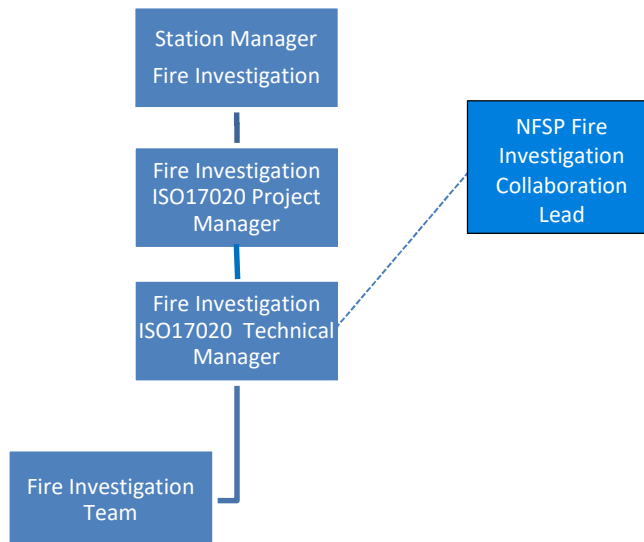
<b>Job Title</b>	<b>Fire Investigation ISO17020 Technical Manager</b>
<b>Post Number</b>	<b>1515-1 &amp; 1515-2</b>
<b>Grade</b>	<b>HAY 5</b>
<b>Duration of Post</b>	Fixed term 18 months initially
<b>Hours</b>	Full-time 37 hours per week on a job-share basis – ie 18.5 hours each
<b>Directorate</b>	Service Delivery
<b>Unit or Team</b>	Prevention & Protection
<b>Reports to (give job title)</b>	Fire Investigation ISO17020 Project Manager
<b>Line management or supervisory responsibilities</b>	Yes – assist the Fire Investigation ISO17020 Project Manager in managing the FI Team
<b>Responsibility for managing a budget</b>	Yes
<b>If yes, approximately how much (to nearest £10,000)</b>	£50,000
<b>Date job was evaluated</b>	15 October 2022

### Purpose of Job:

To assist the Fire Investigation (FI) Project Manager in the management, delivery and development of FI service functions and employees (approximately 10 fire investigators and one administrator) within a defined geographical area. This will include monitoring the achievement of performance targets to ensure services are being delivered efficiently and effectively and providing a technical function through the provision of specialist equipment as determined by the Strategic Lead.

The post holder will also support the Directorate Management Team by contributing to policy development and coordinating/participating in project work as necessary.

### Structure Chart:



## Responsibilities and Duties:

### 1. Technical Activities

Coordinate, manage and assure technical aspects of the Forensic Fire Scene Investigation Unit activities in accordance with ISO/IEC 17020:2012.

Lead, support and assist fire investigation officers and other agencies at fire scenes, to determine cause and origin of suspicious and unknown fires. This will involve providing a technical function through the provision of specialist equipment as required.

Conduct fire investigations liaising closely with CSI, FSPS, Police and other FRS employees during and following fires.

Define the technical options for scene examination and recovery of samples.

Ensure technical reviews of Forensic Inspection Unit Reports are conducted.

Report any technical non-conformities to the Quality Representative.

Identify suitable items for procurement and use within the Forensic Inspection Unit.

Identify activities, processes and equipment that require validation.

Ensure calibration of relevant equipment is conducted and recorded.

Produce and assure the technical accuracy of procedures and documentation for use by the Forensic Inspection Unit.

Manage and report on the performance of Forensic Inspection Unit Activities against Performance Indicators.

Ensure the security and confidentiality arrangements for data / records are in place.

Manage contractual arrangements with suppliers and stakeholders. Select, review, retain and remove sub-contractors as appropriate. Authorise sub-contractors to conduct work on behalf of the FFSIU. Maintain liaison with customers when work is sub-contracted out. Periodically review the work of sub-contractors. Inform the Quality Representative of any issues with sub-contractors. Conduct a review of sub-contractors prior to end of 3 yearly re-authorisation date. Investigate the sourcing of alternative suppliers.

### 2. Selection, Training, Competence and Continuous Development

Identify suitable personnel for recruitment into the Forensic Inspection Unit (Fire Investigation Team).

Audit and record the relevant Security Clearance/s for participation in the South West Forensics and Avon and Somerset Police Forensic Inspection Unit. ISO / IEC 17020:2012

Ensure that selected personnel are inducted into the Forensic Inspection Unit. Ensure that the technical competence of Forensic Inspection Unit personnel is gained and maintained.

Ensure the technical competence of others who interact with the Forensic Inspection Unit.

	<p>Design, develop and deliver training packages and Continuous Professional Development activities.</p> <p>Consult with other participating FRSs to ensure conformity, consistency and standards of delivery and quality.</p> <p>Undertake the training of Fire Service personnel and outside organisations in fire / explosion scene investigation techniques and practices. EFSM 15</p> <p>Maintain own knowledge and skills for the role, and undertake training required for the role. [WM Unit: 1]</p> <p>Attend specialist courses and continuous professional development opportunities as required to remain abreast of current fire / explosion scene practices as directed by the Fire Scene Investigation Team Manager. EFSM 16 SFJ Y/503/2259. Record evidence of training and continuous professional development by adherence with the AFRS CPD procedure. EFSM 16 SFJ Y/503/2259.</p>
3.	<p><b>Legal</b></p> <p>Conduct the Fire / Explosion Scene Investigation in compliance with the requirements of the relevant Code(s) of Practice where the investigation may enter the Criminal Justice System. EFSM 3 SFJ Y/503/2259</p> <p>Liaise with and provide expert and specialist advice to stakeholders from the Coronial, Civil and Criminal Justice systems as required. EFSM 3 SFJ Y/503/2259</p> <p>Represent the Service as an Expert Witness at Coroners, Civil and Criminal Hearings and other public enquiries as required. EFSM 3 SFJ Y/503/2259</p> <p>Provide assistance to Service personnel in the preparation of statements and prior to their appearance in the relevant court. EFSM 3</p>
4.	<p>Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.</p>
<p><b>Special Notes or Conditions:</b></p>	
1.	<p>AF&amp;RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> <li>• ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination;</li> <li>• treating members of the public and other AF&amp;RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.</li> </ul>
2.	<p>This role is based at Bath Fire Station. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&amp;RS service area or work from home, for which we will pay allowances where appropriate.</p>
3.	<p>In order to carry out the duties and responsibilities of this post, you will be required to obtain the relevant Security Clearance for participation in the South West Forensics and Avon and Somerset Police Forensic Inspection Unit. ISO / IEC 17020:2012</p>

4.	Your duties will involve some work out of normal office hours, for example to carry out fire investigations, for which mutually agreed compensatory time-off will be given.
5.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
6.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
7.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
8.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.

**Avon Fire & Rescue Service Core Values**

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| 8. | <p>AF&amp;RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:</p> <ul style="list-style-type: none"> <li>• Respectful</li> <li>• Honest</li> <li>• Courageous</li> <li>• Ambitious</li> <li>• Inclusive</li> <li>• Transparent</li> </ul> |
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**Signed confirmation that this Job Description accurately reflects the requirements of the job:**

<b>Job Holder's Manager</b>		<b>Date</b>	
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**Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Core Values:**

<b>Job Holder</b>		<b>Date</b>	
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See following page for Person Specification .....

## Person Specification

<b>Job Title</b>	<b>Fire Investigation ISO17020 Technical Manager</b>			
<b>Post Number</b>	<b>1515</b>			
<b>Grade</b>	<b>HAY 5</b>			
<b>Qualifications, knowledge, experience, skills and personal attributes required for the job:</b>				
	<b>E=Essential D=Desirable</b>	<b>Measured by: A = Application T = Test I = Interview</b>		
		<b>A</b>	<b>T</b>	<b>I</b>
<b>Qualifications/Knowledge</b>				
Level 5 Skills for Justice Award in Fire Investigation	E	X		X
NEBOSH Qualification or equivalent	E	X		X
IOSH Managing Safety or equivalent	E	X		X
Expert Witness Course/Legal Training	E	X		X
Understanding of Fire Safety statutes, codes of practice, policies and procedures, and a working knowledge of their legal implications	E	X		X
Knowledge of Building Regulations and experience in commenting on Building Regs submissions	D	X		X
Knowledge of specialist areas within the Business fire safety function	D	X		X
Knowledge of quality management systems	D	X		X
A current driving license and car, or ability to arrange suitable alternative transport to travel to various work locations.	E	X		
<b>Experience</b>				
Experience and knowledge of ISO 17020 standards	E	X		X
Experience and knowledge of National and Regional fire investigation developments	E	X		X
Experience of conducting and reporting on Tier 2 Fire Investigations	E	X		X
Experience of delivering expert witness testimony Interpretation and compilation of complex statistical information	E	X		X
Experience and working knowledge of MS office applications, including word, Excel and outlook	E	X		X
Experience of risk management.	D	X		X
Experience of managing budgets	D	X		X
Experience of preparing and delivering business fire safety training	D	X		X
Experience of working in a climate of transformation and/or improvement	D	X		X

Experience of working for an emergency service or local authority	D	X		X
<b>Skills</b>				
Ability to interpret legislation and translate into policies and procedures	E	X		X
Excellent written and oral communication skills with the ability to produce corporate documents and business cases and confidently deliver presentations to a range of audiences	E	X		X
Ability to manage a team	E	X		X
Ability to build and maintain productive relationships and to influence/negotiate with colleagues and service providers to achieve mutually agreeable solutions	E	X		X
Ability to develop and apply effective measures to objectively assess project feasibility, progress and outcomes	E	X		X
Ability to work autonomously to plan, prioritise and organise to deadlines	E	X		X
<b>Personal Attributes</b>				
Willingness to accept and work to our Core Values during the course of employment. Committed to being an ambassador for organisational culture change.	E	X		X
Adaptable with a flexible approach to work (able to work out of normal office hours when required).	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X