**WEST YORKSHIRE FIRE & RESCUE SERVICE.**

**JOB DESCRIPTION.**

**POST TITLE:** PAIT Policy Coordinator.

**GRADE:** 6.

**RESPONSIBLE TO:** PAIT Manager.

**RESPONSIBLE FOR:** PAIT Officers x 3 (Day to day supervision).

**PURPOSE OF POST:** To assist the Fire and Rescue Authority in delivering the Prevention Strategy by planning, developing, and evaluating risk reduction processes.

To jointly develop and implement policies, supporting procedures and practices aimed at increasing community wellbeing and reducing fire risk to meet changes in the social, economic, political, or relevant legal or technical environment.

To research and report on performance improvement processes through interaction with end users and engagement with professional bodies.

To offer support to managers in relation to established internal policy, internal communication, and on external regulations or legislation.

To provide day to day supervision of the PAIT Officers.

**MAIN DUTIES AND RESPONSIBILITIES.**

* 1. To provide specialist advice and support to operational managers and partner agencies on prevention policy and process issues.
  2. Responsible for day-to-day tasking and supervision of the PAIT Officers. Including developmental and project support.
  3. To coordinate the development of new, evidence-based approaches to delivering prevention interventions in collaboration with key stakeholders.
  4. To conduct regular horizon scanning with the purpose of identifying trends, issues, and gaps in service.
  5. Maintain accurate and up to date information on all Prevention policy, including the Prevention web page.
  6. To formulate and develop plans, policies, and processes that promote the achievement of Prevention Strategy.
  7. To coordinate each stage of the Prevention Communication Strategy.
  8. To monitor and evaluate the success of a variety of approaches to communicating changes in policy and organisational direction in line with service priorities and organisational trends.
  9. To carry out regular consultation with end-users and community groups to assist the development of communication resources.
  10. To co-ordinate the Serious Incident Review Panel and support managers in conducting SIR meetings, providing information in relation to prevention performance, targets, and priorities.
  11. To co-ordinate Safeguarding audit meetings in order to identify training needs and improve processes, producing reports where appropriate.
  12. Support the Prevention Manager in the research and evaluation of possible sources of income generation and external funding opportunities.
  13. Provide accurate and up to date information to WYFRS members about established strategic forums which promote community safety priorities.
  14. Communicate information relating to fire and community safety using a range of media to internal colleagues, external partners, and members of the public.
  15. To represent and further the involvement of the Service at relevant partnership forums and to promote partnership initiatives and improve service delivery outcomes.
  16. To highlight areas of best practice and promote adoption within districts.
  17. To represent the Prevention Manager on relevant matters and at meetings as and when required.
  18. To carry out evaluation of major prevention programmes.
  19. Act in a specialist capacity internally and with partners in relation to the provision of risk reduction resources. Undertaking research and evaluating the effectiveness of a range of interventions, physical resources, and assistive technologies.
  20. To work closely with the Fire Prevention Training team to ensure the ongoing quality assurance of key training materials and processes relevant to the delivery of prevention strategy.
  21. Establish and maintain productive working relationships with colleagues and contacts external to the Fire Authority.
  22. Provide input into major prevention related projects.
  23. To undertake any Fire Preventiontasks as directed by line management.

**Second Area: -**

1. To implement and promote the Authority’s:
2. Fire Preventionpolicies,
3. Service Delivery Plan,
4. Equality and Diversity Policies,
5. Health and Safety policies,
6. Lone Working and Violence at Work Policy,
7. Information Security Management System policies,
8. Safeguarding policies,
9. Business continuity policy and contingency arrangements.
10. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
11. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
12. Responsibility to ensuring any data produced in relation to the post is accurate and current.
13. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
14. To undertake any relevant projects as directed by line management.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA.**

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise examples of how you meet each of the following person specification criteria on your application form.

You will only be shortlisted from the details in the application form if you meet all Essential criteria, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

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.

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|  | **Experience.** | **Essential/ Desirable.** | **Source.** |
| 1 | Experience in contributing to the development of strategies or solutions for future implementation. | Essential. | Application/Selection Process. |
| 2 | Experience of resolving problems or situations which may not be covered by existing rules, procedures, or instructions. | Essential. | Application/Selection Process. |
| 3 | Experience of developing and implementing evaluation and monitoring methods to community interventions. | Essential. | Application/Selection Process. |
| 4 | Experience in producing professionally written documents (reports, policy, procedure). | Essential. | Application/Selection Process. |
| 5 | Working knowledge of community safety principles and practices to a level that you can provide advice and guidance both on established internal policy and on external regulations or legislation. | Essential. | Application/Selection Process. |
| 6 | Has worked as part of a team in project work having commitment and flexibility in working hours to meet objectives. | Essential. | Application. |
| 7 | Can demonstrate the ability to communicate effectively with individuals, groups, and organisations at all levels. | Essential. | Application/Selection Process. |
| 8 | Awareness of the community and its needs and respectful of differing cultures and backgrounds. | Essential. | Application. |
| 9 | A track record of success in the application of a range of community safety activities. | Essential. | Application/Selection Process. |

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|  | **Education and Training.** | **Essential/ Desirable.** | **Source.** |
| 10 | Previous formal training to graduate or professional qualification level, or able to demonstrate an equivalent level of learning gained through work experience. | Essential. | Application. |
| 11 | Experience of quality assurance processes in a medium to large organisation. | Essential. | Application/Selection Process. |
| 12 | Has, or is willing to work towards, a relevant assessor qualification. | Essential. | Application. |
| 13 | Evidence of Continuous Professional Development. | Essential. | Application. |

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|  | **Special Knowledge and Skills.** | **Essential/ Desirable** | **Source.** |
| 14 | Using creative skills to develop new solutions, incorporating ideas or concepts which are previously untried within the sector. | Essential. | Application/Selection Process. |
| 15 | Be self-motivated and prioritise workloads to meet internal or external demands, and with minimal supervision. | Essential. | Application/Selection Process. |
| 16 | Can demonstrate advisory, guiding, negotiating, persuasive and/or empathic skills in the development and implementation of a variety of risk reduction activities. | Essential. | Application/Selection Process. |
| 17 | Strong interpersonal, communication, and training skills and the ability to work effectively to meet the demanding needs of a wide range of individuals, groups, and organisations at different levels. | Essential. | Application/Selection Process. |
| 18 | Knowledge of the issues surrounding the wider community wellbeing agenda. | Essential. | Application/Selection Process. |
| 19 | Ability to identify and secure funding/revenue sources. | Desirable. | Application. |
| 20 | Use IT (Microsoft O365, Prevention Database) effectively in the collation, analysis, and presentation of information, and be able to use a Keyboard and/or mouse with both precision and speed. | Essential. | Application/Selection Process. |
| 21 | Understand the Data Protection and Freedom of Information Acts, and its application to this role. ensure the accuracy, confidentiality and security of data produced personally. Demonstrating commitment to good data quality within all areas of work. | Essential. | Application/Selection Process. |
| 22 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider. | Essential. | Application/Selection Process. |
| 23 | To hold and maintain a current full valid driving licence. | Essential. | Application. |

Post was previously titled: Fire Prevention Policy Assistant, then Prevention Policy Coordinator, now PAIT Policy Coordinator. Wording of JD reviewed & updated November 2023.