

Report

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE AUTHORITY		
date	30th April 2004	agenda item number	10

REPORT OF THE CHIEF FIRE OFFICER

APPOINTMENT OF HOME RISK ASSESSMENT CO-ORDINATOR (PROPOSED SCALE 5/6 £16.944 - £20.469)

1. Purpose of report

- 1.1 To seek the approval of the Fire Authority for the appointment of a Home Risk Assessment Co-ordinator to be based at Service HQ.

2. Background

- 2.1 In September 2003 the Service introduced Home Risk Assessments (HRA) and the initiative now forms a major strand within the Community Safety Strategy and Integrated Risk Management Plan. HRA's focus on a preventative approach to reducing deaths and injuries in homes from fires and other avoidable accidents. This is achieved by empowering the community with knowledge on risks in their homes.
- 2.2 Locally based firefighters have been trained to undertake HRA's. They visit homes in the community to identify risks and provide advice on fire and other safety related issues. Following the assessment, safety equipment appropriate to the risks identified may also be issued.
- 2.3 Members will also be aware that the Service is actively engaged in a countywide Local Public Service Agreement (LPSA) Fire Safety target that aims to reduce deaths and casualties in accidental dwelling fires. HRA's will form a key element in the Service's strategy to achieve the LPSA Fire Safety target.
- 2.4 The Home Risk Assessment Co-ordinator post will be based in the Community Safety section and is required to co-ordinate and further develop the HRA approach. Key to this work is ensuring that the homes that are at the highest risk from dwelling fires receive visits from local crews at the earliest opportunity. This role will be vitally important taking into account that there are over 420,000 dwellings in Nottinghamshire. Research argues that smoke detector ownership is still only at 80% which, this would suggest that over 80,000 homes throughout Nottinghamshire are not protected by a smoke detector. Evidence suggests that, of those properties which have detectors only 50% are operable and the population at greatest risk are least likely to have detectors installed.
- 2.5 The co-ordinators role will also be responsible for the development of further agency and community links, district team co-ordination and further development of a more robust referral mechanism to include follow up and feedback before the closure of individual cases. The co-ordinator will also monitor district targets and provide further direction to District Performance Managers regarding the focusing of resources. A draft job description is attached as Appendix A to this report.

3. Financial Implications

- 3.1 The total cost to the Authority of this appointment will be £20,384 - £24,624 including all overheads. This cost has been budgeted for within the existing Community Fire Safety budget.

4. Personnel Implications

- 4.1 Personnel implications are contained within the body of the report and the job description Appendix A.

5. Equal Opportunity Implications

- 5.1 Through HRA's the Service will address both sustainability and the wider determinants of health by accessing and engaging those who are most at risk within our community. The appointment of the HRA co-ordinator will follow approved procedures.

6. Risk Management Implications

- 6.1 The Office of the Deputy Prime Minister (ODPM) has set a target of reducing deaths and injuries in accidental dwelling fires by 20% by 2010. This is a challenging target and only by successfully delivering of HRA's will the Service achieve this target.
- 6.2 The Service's involvement with the LPSA Fire Service target has the potential to deliver significant financial reward through the Performance Reward Grant that the ODPM awards to authorities for achieving the agreed targets. As stated in the body of the report HRA's form a key element regarding the successful delivery of the LPSA Fire Safety target.

7. Recommendation

- 7.1 That Members approve the establishment of the Home Risk Assessment Co-ordinator at Scale 5/6.

P. Woods
CHIEF FIRE OFFICER

Appendix A

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

POST:	Home Risk Assessment Co-ordinator
GRADE:	Scale 5/6
POST REFERENCE:	
CONDITIONS OF SERVICE:	NJC for Local Government Services National Scheme of Conditions of Service
RESPONSIBLE TO:	Head of Community Safety

General Description of Post:

1. To co-ordinate the Home Risk Assessment strategy across the Nottinghamshire Fire and Rescue Service.
2. Management of the Home Risk Assessment programme.
3. The postholder will assist in the development and implementation of policies designed to achieve the intended aims and objectives of the HRA process.

Specific Duties:

1. Undertake presentations to stakeholders and wider groups in relation to Home Risk Assessment and Community Safety agenda.
2. To liaise and work closely with colleagues representing external organisations ensuring the promotion, co-ordination and monitoring the delivery of activities and policies in relation to HRA, education and intelligence. To this end ensuring that systems are in place which allows the collection of relevant data to assist in achieving these aims.
3. Responsible for identifying trends and patterns with the assistance of the Data Analyst, in order to target resources to areas of need.
4. To produce progress reports outlining the effectiveness of the HRA strategy to the Head of Community Safety and Senior Fire Service Management Team when required.
5. Evaluate the effectiveness of Home Risk Assessments in the reduction of operational calls in targeted areas.
6. To ensure that necessary action is taken once a need for referral during a HRA has been identified.
7. Responsible for the sensitive handling and resolution of possible complaints
8. Responsible for the provision of training and ongoing support to staff in HRA's and appropriate safe systems of work, ensuring there is a consistent approach adopted and adequate levels of competency maintained.

9. To manage resources and to participate in performance review, and the achievement of strategic objectives
10. Liase with District Managers and Head of Community Safety on appropriate strategies for the development of Home Risk Assessment process
11. Liaison with Station Districts to provide support as appropriate.
12. Develop/enhance links with strategic partners, local communities and specific target groups
13. Liase with outside agencies, local authorities etc, as required
14. To work with the Technology Department in developing and maintaining appropriate database and other information systems to support the Home Risk Assessment process
15. Establish and maintain an effective filing system.
16. Provide management information reports to a variety of audiences, as required.

GENERAL RESPONSIBILITIES

1. You must take reasonable care for your own health and safety and that of other persons who may be affected by your work activities.

You must co-operate with Nottinghamshire Fire and Rescue Service's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

You must work in the safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

You should familiarise yourself with the contents of the Brigade's Written Safety Policy.

2. To keep up to date with current practice, undertaking training and Continuous Professional Development, as required.
3. To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the postholders duties.
4. To uphold the Nottinghamshire Fire and Rescue Services Fairness at Work and Equal Opportunities policies and practices.
5. To promote and deliver fair and quality services that are sensitive and responsive to customers.
6. Where appropriate you will work with computer and new technologies and associated systems as required. Compliance with computer security measures as detailed to protect against unauthorised access to, alteration or disclosure.
7. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

HOME RISK ASSESSMENT CO-ORDINATOR

	Essential	Desirable
Experience	A minimum of two years experience of analyzing management needs and developing a database	An understanding of relational databases and control systems
	Experience of managing a complex information system	Have experience of successful liaison and partnership working with commercial and public organisations
	Experience of assessing training needs, identifying resources and developing and implementing appropriate programmes	Experience of analysing and presenting statistical and factual data using information technology
	Directing and motivating others to achieve training goals	
Skills	Ability to prioritise own workload to meet service demands	
	Good oral communication skills in order to effectively liaise with staff at all levels and representatives of external organisations	Competent IT User, with a working knowledge of WINDOWS applications
	Analytical skills in order to undertake research and provide written summaries of findings	Demonstrate the ability to co-ordinate issues across the organisation and in partnership with outside bodies
	Well developed written skills in order to draft reports, letters and briefing notes	

	Proven project management skills	
	Committed, enthusiastic and highly motivated	
	Ability to organise own workloads and establish priorities	
	Reliable and conscientious in approach to work	
	Ability to analyse problems and put forward solutions in a planned way	
	Ability to communicate effectively with a wide range of people	
	Ability to influence others and positively promote a concept to others	
	Ability to adapt to, and have an innovate approach to, change	
	Ability to use initiative to develop and improve existing systems	
	Ability to gain results by working effectively with and through others	
Knowledge	Knowledge of the function of Fire Safety and Community Fire Safety	Data Protection Act
		Have an awareness of current Community Safety issues
Education and Training	Demonstrate a competent level of numerical/literacy skills	Relevant Information Technology qualification
Other requirement	Clean Driving Licence and access to vehicle	