

## JOB PROFILE

<b>JOB TITLE:</b>	District Advocate
<b>SALARY GRADE:</b>	Grade 6
<b>SALARY RANGE:</b>	£21,074 -£23,111
<b>J E REFERENCE:</b>	A140
<b>DIRECTORATE:</b>	Community Risk Management
<b>TEAM:</b>	Prevention
<b>LOCATION OF WORK:</b>	Across the Districts of Merseyside
<b>HOURS OF WORK:</b>	35
<b>DIRECTLY RESPONSIBLE TO:</b>	Prevention Team Manager

### JOB SUMMARY

To generate and deliver Community Risk Management initiatives that are applicable to the communities throughout Merseyside working in partnership with outside agencies and other Home Safety Advocates.

### MAIN DUTIES / RESPONSIBILITIES

1. To deliver Home Safety Advice to vulnerable people within Merseyside.
2. To assist when necessary other Merseyside Fire and Rescue Service personnel in the delivery of Home Safety Services.
3. To deliver the Safety Awareness Fire Education (SAFE) initiative to adolescent fire setters within Merseyside.
4. To strengthen existing partnerships and support local health needs by delivering Safe & Well initiatives.
5. To provide appropriate feedback to associated partners following interventions and work together to reduce fire related risks.
6. To provide correctly completed and timely reports following interventions.
7. To be responsible for assessment, provision and instillation of safety equipment.
8. To support other community risk management activities to make communities safer from fire.
9. To undertake any other duties deemed suitable by the Authority commensurate with the grade.

### WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES

It is essential that all employees of Merseyside Fire & Rescue service both operational and non operational are committed to, encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with

integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal values:

Responsibility

Being self disciplined, taking ownership of and problems, making things happen, trying to make a difference.

Social Empathy

Being interested in people, displaying empathy, embracing diversity, community focused.

Constructive Challenge

Being willing to challenge but not obstructively, commitment to improvement.

Mutuality

Identifying with team, organisation and community, displaying team commitment, willing to stand up against peer pressure when appropriate, acknowledging other's right to differing opinions.

Pragmatism

Aspiring to excellence whilst being realistic in expectations, being practical and solution focused.

Openness to Experience

Receptive to learning opportunities and personal development, seeking out new experiences, interested in people and situations that are less familiar, taking a broad view on things, seizing opportunities.

### **INTERPERSONAL & COMMUNICATION SKILLS**

The post holder regularly requires advisory, guiding, negotiating and/or persuasive skills at an enhanced level i.e. provides advice / guidance / recommendations to management of agencies regarding the care of disadvantaged persons.

The exchange of complicated and/or sensitive information is a requirement of the role, both orally and in writing, with two or three different types of audience. The information can sometimes be potentially contentious.

### **RESPONSIBILITY FOR SUPERVISION**

The post holder is not required to supervise or manage any Authority employees. However the post occasionally involves the demonstration of duties to, giving advice and guidance to, or the training of other employees, students or trainees.

### **RESPONSIBILITY FOR FINANCIAL RESOURCES**

The post involves limited, or no, direct responsibility for financial resources. The work may involve occasionally handling small amounts of cash, processing cheques, invoices or equivalent.

### **RESPONSIBILITY FOR PEOPLE**

The post holder has an impact on the well-being of individual, or groups of people by the personal provision of a service direct to those who are receiving it.

The post holder also provides advice and guidance on both established internal policy and external regulations and/or statutory requirements related to the well-being of people.

### **RESPONSIBILITY FOR PHYSICAL RESOURCES**

The post holder's main responsibility for physical resources is for equipment and/or tools which he/she has to use to do the role. Some of it is expensive. The post holder also has a responsibility for manual and/or computer information or systems computer information. He/she is personally responsible for producing or processing some of this information and is expected to apply normal levels of care, accuracy, confidentiality and/or security when doing this.

### **WORKING CONDITIONS**

The post holder occasionally has to work outdoors. He/she has regular exposure to very disagreeable, unpleasant or hazardous situations but only for a small proportion of the total working time.

### **PHYSICAL DEMANDS**

The post requires the post holder to stand or walk for a medium proportion of the total working time. Lifting/carrying is also a feature requiring a modest level of effort for a small proportion of the total working time.

### **EMOTIONAL DEMANDS**

The post involves direct personal involvement with people whose personal circumstances or behaviour could cause the post holder emotional stress or upset. These are mainly users of the Authority's services and the highest level of emotional demand could be described as "significant". This significant emotional demand is an integral feature of the role although it occurs relatively infrequently.

### **CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION**

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

### **REVIEW ARRANGEMENTS**

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

<b>Date job profile prepared / revised:</b>	<b>15.8.18</b>
<b>Prepared / revised by:</b>	<b>L. Inman</b>