Professional Services

Job description

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| **Post Title:** | Fire Safety Adviser  |
| **Grade:** | G |
| **Faculty/Service:** | Estates and Facilities – Health and Safety Team |
| **Accountable to:** | Head of Health and Safety |
| **Accountable for:** | None |
| **Post no:** | 70016033 |
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Job purpose

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| * To be a part of the central Health and Safety Team working to develop and implement the University’s health and safety management system.
* This role will have particular focus on the development and implementation of the University’s Fire Safety Management System.
* To develop and to be responsible for the University’s fire risk assessment programme.
* To act as the University's appointed competent person under the Regulatory Reform (Fire safety) Order 2005. To include the requirements of the Fire Safety Bill.
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Duties and responsibilities

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| 1. To develop and ensure the UWE Bristol fire safety management system is up to date, to include associated fire safety arrangements.
2. Responsible for developing and delivering the Fire Risk Assessment (FRAs) Programme for UWE Bristol and maintaining a system for monitoring action plan completion arising from the fire risk assessment programme.
3. Responsible for ensuring the completion of actions arising from fire risk assessments assigned to the Health and Safety Team.
4. Advise Facilities Estates in the implications of fire safety in new building projects, alterations etc. including ensuring and supporting the development of building Fire Safety Strategies.
5. Responsible for the management of the UWE Bristol fire extinguisher provision, to include the management of the fire extinguisher servicing and maintenance contract.
6. Ensuring the provision and coordination of relevant information for the Fire & Rescue Service
7. To conduct fire safety audits, inspections, samples, surveys etc. to monitor practice and performance in line with the UWE Bristol fire safety management system.
8. Responsible for ensuring, and leading where required, the investigation of fire-related accidents, incidents and dangerous incidents identifying underlying causes and pursuing necessary remedial action to ensure maximum learning and improvement.
9. To monitor and review fire-related data from activations, etc. and prepare reports and briefings for University-level meetings with recommendations for actions to ensure continual improvement of fire safety at UWE Bristol.
10. Ensuring the delivery of a programme of fire drills for UWE Bristol and the implementation of a process to follow-up actions to ensure continual improvement.
11. Developing and delivering internal fire safety training. To include advising and managing the specification and delivery of any external training.
12. Lead working groups and networks to develop and review fire safety arrangements as required.
13. Support the implementation and completion of the DSEAR risk assessment programme at UWE Bristol.
14. Liaising, as necessary with external bodies on fire safety matters on behalf of the Health and Safety Team (e.g. Fire & Rescue Service, Local Authority, Insurance)
15. To comply with the University's equal opportunities policy, and use this role to promote equal opportunity wherever possible.
16. To take reasonable care of your own health and safety and comply with rules and guidance relating to health and safety matter.
17. Any other reasonable duties that fall within the scope of the post, as allocated by the line manager, following consultation with the post holder.
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Person specification

**Qualifications/Professional membership**

**Essential**

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| 1. First degree or can demonstrate equivalent experience.
2. Meets the Competency Criteria for Fire Risk Assessors (Fire Risk Assessment Competency Council)
3. Member of The Institution of Fire Safety Managers (MIFSM)
4. Member of The Institution of Fire Engineers (MIFireE)
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**Desirable**

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| 1. A Health and Safety qualification NEBOSH certificate or similar
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**Knowledge/Skills/Experience**

**Essential**

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| 1. Knowledge of current fire related legislation and associated codes of practice
2. In-depth knowledge of fire assessment and fire safety design principles, to include the completion of fire safety strategies
3. Knowledge of fire dynamics and human behaviour in fire
4. Ability to interpret plans and familiarity with fire safety solutions
5. Good organisational skills and can demonstrate broad based administrative experience in a professional or specialist service in a large complex organisation e.g. Higher Education.
6. Excellent IT skills with experience of email, MS Office including Word, PowerPoint, Excel to expert level.
7. Experience of work with complex data base systems and of extracting, analysing and interpreting data to produce reports and presenting information to others.
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**Desirable**

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| 1. Practical experience of developing fire safety strategies
2. Knowledge of DSEAR implementation and practice

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**Key Competencies (these are necessary requirements for all roles at this grade level)**

1. Leadership and motivation

Demonstrates integrity, fairness, equality and consistency when working with colleagues in a team. Provides guidance, constructive feedback and support to motivate colleagues.

1. Planning and organising to achieve results

Is able to plan and co-ordinate work appropriately to make the best use of resources and to achieve targets. Communicates and monitors achievement against plans.

1. Commercial awareness

Identifies innovative ways in which quality of service can be improved and ideas for reducing costs and for efficiency improvements.

1. Delivering excellent service

Delivers excellent customer service, suggests improvements, and solves customer problems.

1. Continuous improvement, innovation and change

Has a ‘can do’ attitude and fosters this amongst colleagues/team members. Respond positively to changing situations.

1. Communicating and influencing

Has highly effective communication skills. Establishes positive and effective working relationships by meeting regularly with colleagues, encouraging feedback, and through setting up effective networks across the Department/University.

1. The ability to develop yourself and others

Demonstrates active management of personal and professional development. Is able to develop and coach others to possess necessary knowledge, skills and experience to reach their full potential.

1. Teamwork and collaboration

Encourages the team to understand the needs of others and the part they play in the University as a whole. Ensures integration and co-operation between teams and the sharing of knowledge and good practice.

Special conditions

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| The role will require work on construction sites and accessing fire safety measures that may be ‘at height’, so the use of ladders or other access equipment may be necessary |

Health and Safety/Risks

This post has been identified with the following risks: (activities, hazards or exposures)

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| **Risk 1** | **Risk 2** | **Risk 3** | **Risk 4** | **Risk 5** |
| Restricted Access | Working at Height | Choose an item. | Choose an item. | Choose an item. |

Acceptance

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| Signed (job holder) |  |
| Please print name |  | Date |  |