

JOB DESCRIPTION

Job Title: Fire Safety Adviser (Fire) **Accountable to:** Head of Health and Safety
Contract Length: permanent **Hours per week/FTE:** 35 **Weeks per year:** 52
Salary: £38,010 to £45,603 per annum **Grade:** 5
College/Service: Human Resources **Location:** High Holborn

Purpose of Role:

To develop, deliver and maintain a programme of Fire Risk Assessment for all University property – academic, administrative and residential – and to provide competent technical advice to the University on all aspects of fire safety.

Duties and Responsibilities

- To provide advice and professional support to the Head of Health and Safety on all aspects of fire safety management and respective legislation.
- To provide advice and professional support to the Health and Safety Advisers on all aspects of fire safety in connection with the development and maintenance of the University Estate.
- To provide advice and professional support to the Director and staff of the Estates Department on all aspects of fire safety in connection with the development and maintenance of the University Estate.
- To develop, monitor and review University fire safety strategies, management systems, policies, procedures and standards and provide advice and assurance to senior managers.
- To keep changes to legislation and codes of practice under review to ensure that the University standards comply with legal requirements as a minimum.
- To carry out fire risk assessments, review as required and keep them up to date. Support staff to deliver the recommendations of assessments.
- To provide a central service for the provision of advice and guidance to the University and its staff and students on all areas of fire safety. This includes writing and publishing guidance.
- To provide specialist advice to Departments and Colleges in connection with Personal Emergency Evacuation Plans for disabled persons.
- To ensure that University Fire Marshals (Wardens) are appropriately trained and supported.
- To investigate, report and make recommendations relating to fires, incidents and complaints including reporting of incidents to the relevant statutory authorities.
- To develop strategies to manage unwanted fire alarm signals (UFAS).
- To carry out audits and inspections in all parts of the University on all aspects of fire safety.
- To provide fire safety input and advice relating to the University's major incident and disaster recovery plans.
- To manage and be the major contributor to the University fire safety training program.
- To develop and maintain effective working relations with the London Fire Brigade.

- To provide advice and reports to the University Health and Safety Committee on fire safety matters and to attend this and other Committees as required.
- To carry out DSEAR assessments and keep them up to date. Support staff to deliver the recommendations of the assessments.
- To represent the University at meetings of the Universities Safety and Health Association's fire safety group and maintain contacts with fire safety colleagues within the HE sector.
- To maintain professional competence by participating in a program of continuous professional development as agreed with the Deputy Director.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

Head of Health and Safety
Estates Senior Management Team
Health and Safety Advisers

Specific Management Responsibilities

Budgets:

Staff:

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)