

UAL JOB DESCRIPTION	
Job title: Fire Safety Advisor	Reporting to: Estates Health and Safety Advisor
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £38,010-£45,603 per annum (with potential)	Grade: 5
Service: Health and Safety	Location: Kings Cross
<p>Who are we?</p> <p>University of the Arts London (UAL) has an international reputation in art, design, fashion, communication and performing arts, and close to 19,000 students from over 130 countries. UAL is made up of six colleges – Camberwell College of Arts, Central Saint Martins, Chelsea College of Arts, London College of Communication, London College of Fashion and Wimbledon College of Arts, with origins dating back to the mid-19th century. Our colleges offer more than 100 undergraduate courses – and we are home to Europe's largest postgraduate arts and design community. UAL employs around 2500 salaried staff plus our associate and visiting lecturers.</p> <p>The health and safety team is part of the Operations and External Affairs (OEA) team which reports to the Deputy Vice Chancellor Operations (the UAL Chief Operating Officer). Led by the Director of Health & Safety, the team provides a trusted source of expertise and support to the university to ensure the health and safety of staff and students, and those affected by what we do.</p> <p>UAL's estate exceeds 160,000 m2 spread across 15 sites from Wimbledon in South West London to Hackney in the North East. The Estate includes 14 Halls of Residence which are available to students who have an offer for a place on a course at the UAL and some rooms are also let to the public during the summer months.</p> <p>Retail and Catering – UAL operates 10 art shops and 17 catering outlets across the estate.</p> <p>Major projects – UAL has embarked on transformative multi-million pound construction projects to build new sites for London College of Fashion in Stratford and London College of Communication in Elephant and Castle.</p>	
<p>What is the purpose of the role?</p>	

The Fire Safety Advisor is part of a team of health and safety professionals who report to the Director of Health and Safety. The purpose of the role is to provide competent advice and guidance on fire safety matters to Estates, the Colleges and the wider university.

The role is responsible for the University's fire safety management system including the development and implementation of policies and procedures, delivery of fire safety training, undertaking audits and inspections, completing fire risk assessments and reporting on fire safety matters to the relevant people and/ or committees.

The roles will also undertake fire safety investigations if and when necessary.

Duties and Responsibilities

1. To provide competent advice and guidance on all aspects of fire safety management to Estates (facilities and projects), accommodation services, the Colleges and across the wider university.
2. Undertake and manage delivery of scheduled fire risk assessments in accordance with the University's procedures. Undertake ad hoc/ temporary fire risk assessments for shows and events, and for any building works/ alterations as necessary. Provide advice on safe systems of work to minimise fire safety risks.
3. Carry out audits and inspections of fire safety across the estate, and provide management reports on findings. Undertake periodic checks to verify the maintenance of fire detection and alarm systems, including cause and effect testing.
4. Develop, implement, review and update the University's fire safety policy, fire management arrangements and fire safety procedures to ensure that the University remains compliant with statutory and regulatory requirements.
5. Support development and maintenance of operational fire safety plans for UAL buildings.
6. Develop and deliver face to face and e-learning fire safety training courses for staff and students based on an assessment of required competence.
7. Act as the single point of contact for London Fire Brigade and the enforcing authorities, maintaining good relationships with them for all UAL sites.
8. Undertake investigations into fires and fire safety matters, prepare reports and make recommendations to minimise the risks from fire. Support the reporting of all fire incidents in the university.

9. Manage the fire risk assessment programme across the university ensuring that fire risk assessments are completed to the highest standard, tracking any actions to completion. Ensure any immediate risks are escalated as appropriate and action is taken to make them safe.
10. Act as the competent person for fire safety on major building project design reviews raising issues with UAL project manager. Review and provide competent input to fire safety strategies for refurbishments and new build premises.
11. Lead the collation and review of fire safety performance data to provide meaningful information on the effectiveness of the management of the fire risks (including maintenance of fire assets).
12. Work with the Health and Safety Advisors to evaluate fire drills to ensure that the emergency evacuation arrangements are effective across all university locations. Undertake periodic reviews of the College and accommodation emergency plans.
13. Support the creation of Personal Emergency Evacuation Plans (PEEPs) and General Emergency Evacuation Plans (GEEPs) for staff and students working with course tutors, HR, Student Disability Services and the College H&S advisors etc to do so.
14. Maintain own competence including membership of professional institutions; provide advice to the Estates Health and Safety Advisor on relevant significant fire events in the UK and abroad, and upcoming changes to legislation, regulations and guidance relating to fire safety.

General (all staff)

- Assume other reasonable duties consistent with your role, as determined, which may be assigned to you anywhere within the University;
- Undertake health and safety duties and responsibilities appropriate to the role;
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work;
- 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;
- 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;
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations;

- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016-2022).

Key Working Relationships

- Director of Health and Safety
- Estates Health and Safety Advisor
- Health and Safety Advisors (Colleges)
- Director of Estates
- Associate Director of Estates Management and Development
- Associate Director of Estates Catering, Retail and Accommodation
- Directors of Change
- Heads of Facilities and Facilities Assistants
- Residence Managers
- Estates Team
- Colleges
- F&M provider's Contract Manager.

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	<p>Qualifications, Skills and Competencies Required</p> <p>Essential:</p> <ul style="list-style-type: none"> • Third party certificated as either a fire risk assessor or auditor, through the Institution of Fire Engineers' Register of Fire Risk Assessors and Auditors or similar, or working towards certification; • CFPA Diploma in Fire Prevention or level 4 BTEC Diploma in Fire Safety and C05 Certificate in Fire Risk Assessment; • Relevant fire safety professional qualifications and / or working towards membership with Institution of Fire Engineers or similar organisation; • The post holder will need to demonstrate suitable experience in both inspection and management of fire safety in a relevant organisation; • Experience of designing and delivering fire safety training to a diverse audience; • Thorough up-to-date knowledge of fire safety legislation and best practice; <p>Desirable:</p> <ul style="list-style-type: none"> • Degree in science, health & safety or an engineering discipline • A qualification in general health and safety (e.g. NEBOSH Certificate); • A willingness to gain other relevant qualifications if necessary; • Experience in working a Higher Education or Creative Arts environment.
Relevant Experience	Working in large, multi-disciple organisation.

	<p>Untaken fire risk assessments for complex building.</p> <p>Implementation of fire management system and building fire strategies.</p> <p>Developing and delivering training to various stakeholders.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.</p> <p>Excellent verbal and written communication skills with the ability to document complex technical material, write and implement policy and procedural information and clearly explain matters of detail.</p> <p>Produce meaningful, high quality reports.</p> <p>Strong decision-making capabilities with the ability to evidence and present rationale for decisions made in terms of policy matters, day-to-day practical fire safety issues and contribution to acute situations where practical fire safety direction, guidance and advice are essential.</p> <p>Good presentation skills to deliver information and training on complex Fire Safety topics to a range of audiences.</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p> <p>Strong management skills with a demonstrable ability to develop high performing teams.</p> <p>Ability to think and operate strategically, provide clear direction, sponsor change and continuous improvement.</p> <p>Authoritative and credible demeanour, able to challenge constructively, engage colleagues and build solid, effective and enduring relationships.</p> <p>Adept in analysing and managing hazardous or emergency situations whilst generating confidence from colleagues and associates.</p>

Research, Teaching and Learning	<p>Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p> <p>Applies own research to develop learning and assessment practice.</p>
Professional Practice	<p>Ability to apply informed and experienced professional judgement in the planning and resolution of issues rather than reference to rules and regulations.</p> <p>The ability to research, assimilate and organise complex information, making appropriate judgements about the relevance of information for specific groups.</p> <p>A strong track record and practical experience of incident control, investigation, recording and reporting.</p> <p>Demonstrable experience of supporting the management of construction and refurbishment works (in occupied buildings) within a large multi-disciplinary organisation.</p>
Planning and Managing Resources	<p>Plans, prioritises and manages resources effectively to achieve long term objectives.</p> <p>A self-motivated individual with the ability to work effectively under pressure and to tight timescales with an aptitude for prioritising and managing competing demands.</p> <p>Understanding the demands and priorities of stakeholders and partners and able to adjust and reflect these without compromising health and safety.</p> <p>Experienced in the production use of fire risk assessment online tools</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p> <p>Proven experience of working as a key member of a multidisciplinary team, providing leadership, support and challenge.</p>
Student experience or customer	<p>Builds and maintains positive relationships with students or customers.</p>

service	
Creativity, Innovation and Problem Solving	<p>Suggests practical solutions to new or unique problems.</p> <p>Strong analytical and problem-solving capabilities with the ability to form objective and balanced judgements and reach strategic, organisational and operational decisions, often with significant and enduring consequences</p>

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.