

**JOB DESCRIPTION**

<b>Job Title:</b> Fire Safety Adviser (Fire)	<b>Accountable to:</b> Head of Health and Safety	
<b>Contract Length:</b> Fixed Term	<b>Hours per week/FTE:</b> 35	<b>Weeks per year:</b> 52
<b>Salary:</b> £37,265 to £44,708 per annum	<b>Grade:</b> 5	
<b>College/Service:</b> Human Resources	<b>Location:</b> High Holborn	

**Purpose of Role:**

To provide competent technical advice to the University on all aspects of fire safety including the Fire Risk Assessment for all University property and events.

**Duties and Responsibilities**

- To provide advice and professional support to both the Director and Head of Health and Safety on all aspects of fire safety management.
- 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 and keep them up to date. Support staff to deliver the recommendations of assessments.
- To carry out DSEAR assessments and keep them up to date. Support staff to deliver the recommendations of the 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 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 alarms.
- 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 work with other specialist colleagues in the Health and Safety Service to ensure that fire safety matters are properly integrated with and take account of the broader health and safety program.
- 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 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 Head of Health and Safety.
- 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 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  
 Director 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)

**Job Title: Fire Safety Adviser**

**Grade: 5**

**Person Specification**

Specialist Knowledge/  
Qualifications

- Ability to complete fire risk assessments and support the delivery of the recommendations for large, complex buildings including sleeping accommodation (houses of multiple occupancy) (essential)
- Clear and concise knowledge of the Regulatory Reform (Fire Safety) Order 2005 and guidance documents and how understand how they impact the organisation. (essential).
- Clear and concise knowledge of the Building Regulations 2010 and Approved Documents and how they relate to the organisation.
- A member of the Institution of Fire Engineers or equivalent (desirable)
- An understanding of relevant current best fire safety practices in education premises, public entertainment premises and events. (desirable)
- Nationally accredited DSEAR assessor (desirable).
- Nationally accredited fire risk assessor. (desirable)

<p>Relevant Experience</p>	<ul style="list-style-type: none"> <li>• Experienced fire risk assessor for large and complex buildings (essential) and for theatres, public spaces, licensed premises and sleeping accommodation (houses of multiple occupancy) (desirable).</li> <li>• Demonstrable experience in providing fire safety advice, developing policies, written guidance and training for large organisations with complex, multi-use buildings (essential) and sleeping accommodation (houses of multiple occupancy) (desirable).</li> <li>• Demonstrable experience in providing fire safety advice to buildings with public access, theatres and licensed premises (desirable).</li> <li>• Demonstrable experience in liaising and communicating with key stakeholders to deliver fire management systems in new builds and refurbishments including the development and implementation of fire strategies. (desirable)</li> <li>• Developing and delivering fire safety training (including fire extinguisher training) (essential)</li> <li>• Experience in a similar role in higher education (desirable).</li> <li>• Experience in completing DSEAR assessments and delivering the recommendations of DSEAR assessments. (desirable)</li> </ul>
<p>Communication Skills</p>	<ul style="list-style-type: none"> <li>• Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way. (essential)</li> </ul>
<p>Planning and managing resources</p>	<ul style="list-style-type: none"> <li>• Plans, prioritises and manages resources effectively to achieve long term objectives. (essential)</li> </ul>
<p>Teamwork</p>	<ul style="list-style-type: none"> <li>• Works collaboratively in a team and where appropriate across or with different professional groups. (desirable)</li> </ul>

Student experience or customer service	<ul style="list-style-type: none"><li>• Builds and maintains positive relationships with students or customers. (desirable)</li></ul>
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"><li>• Suggests practical solutions to new or unique problems. (essential)</li></ul>

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.