



Job title	Fire Safety Advisor	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Health and Safety Department	Location	University Park Campus, with travel to other locations

Purpose of role

The purpose of the role is to act as the universities “Competent Person”, as defined within the Regulatory Reform (Fire Safety) Order 2005. The role holder will provide competent fire safety advice to all aspects of the university, such as design, refurbishment and to project specific fire queries and will line manage the universities fire safety officer.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Providing fire safety advice <ul style="list-style-type: none"> ▪ Provide fire safety advice on design changes ▪ Provide fire safety advice on project work ▪ Work in support of other relevant specialists both internally and externally ▪ Produce reports and action plans ▪ Remain abreast of current and emerging technical and professional aspects of fire safety as to maintain a personal knowledge and awareness 	30
2	Lead on the Universities fire prevention programme <ul style="list-style-type: none"> ▪ Work with fire safety officer on the fire risk assessment program ▪ Audit and inspect university business units ▪ Ensure effective and appropriate communication, working in partnership with key stakeholders 	25
3	Providing updates to the universities committees <ul style="list-style-type: none"> ▪ Produce reports and action plans ▪ Negotiate any necessary actions 	10
4	Line management of the Fire Safety Officer <ul style="list-style-type: none"> ▪ Overseeing and setting work priorities ▪ Checking and reviewing work ▪ Carrying out line management duties (appraisals, development goals etc) 	10
5	Complete and update fire safety policy and arrangements	10

	<ul style="list-style-type: none"> ▪ Keep up to date in line with changes of legalisation 	
6	<p>Deliver and develop fire safety training</p> <ul style="list-style-type: none"> ▪ Keep fire safety course up to date ▪ Deliver fire safety training 	10
8	<p>Liaise with the Fire and Rescue Service and enforcing authorities</p> <ul style="list-style-type: none"> ▪ Accompany FRS personnel on inspections ▪ Act as the university focal point for fire safety 	5

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills and an ability to engage collaboratively with key staff at all levels and abilities ▪ Excellent communication and influencing skills ▪ Ability to establish and maintain good working relationships at all levels ▪ Ability to be a team player and have a customer focused approach to their work ▪ Ability to promote and champion the organizational safety culture ▪ Excellent organizational skills, including the ability to multitask and prioritise accordingly ▪ Excellent IT skills ▪ Ability to develop and provide safety training ▪ Ability to produce concise written materials including policy, guidance and associated web information ▪ Ability to resolve and handle conflict situations ▪ Excellent understanding of key fire safety legislation, including The Regulatory Reform (Fire Safety) Order ▪ Excellent understanding of other relevant standards, including the British Standards 	<ul style="list-style-type: none"> ▪ Knowledge of general health and safety
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience in similar or related roles ▪ Ability to provide expert fire safety advice ▪ Experience of completing and reviewing fire risk assessments ▪ Experience of auditing and inspections ▪ Experience line managing other staff 	<ul style="list-style-type: none"> ▪ Previous experience working Higher Education ▪ Previous experience manage safety matters in multi-disciplinary and multi-occupancy buildings. ▪ Providing advice to committees
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Fire safety qualification, such a degree or degree equivalent, OR ▪ NEBOSH Diploma in Occupational Health and Safety with experience in fire safety. 	<ul style="list-style-type: none"> ▪ Membership of a relevant professional body, such as the IFE, IFSM or IOSH



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

