

## Fire Safety Manager – Estates and Campus Services – Grade J

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### Job Description

#### Purpose

The Fire Safety Manager will support University with Fire safety and compliance across the estate, including the delivery of the following.

- WS1 – Internal validation of all building fire risk assessment actions
- WS2 – Replacement of all fire doors in Residencies
- WS3 – Fire compartmentation surveys of all buildings
- WS4 – The creation of a fire strategy for all buildings
- WS5 - Fire safety occupancy assessments for all buildings

#### Duties

1. Have overall accountability and lead the approach for fire safety strategy and risk management approach across the University.
2. Have overall the responsibility for undertaking and/or ensuring compliance with the following areas of Fire Safety Management and that each component is carried out by relevant and competent persons, consultant or contractors in respect of the duties under the RRFSO (Regulatory Reform Fire Safety Order 2005)
3. Lead/carry out and manage building Fire evacuation strategies and surveys across the University Estate. Identifying and/or devising appropriate cost-effective fire protection strategies or ascertaining suitable mitigating factors.
4. Lead and have overall responsibility for the implementation and management of a Fire Safety Management System.
5. Develop and implement individual fire safety policies, procedures and codes of practice with a clear and coherent overall prevention policy, which covers technology, organisation of work and the influence of factors relating to the working and living environment of the University, in consultation with the Head of Compliance and in preparation for presentation to University safety committees.
6. Develop and implement a Fire Safety Management System in line with PAS 7
7. Develop performance management systems incorporating Key Performance Indicators (KPI's) and demonstrate year on year improvements.
8. Contribute into the Estates Development and Campus Investment plan to ensure future fire safety controls are in place
9. Contribute to Estates Masterplan Investment plan and ensure that the University Fire Engineering Specification is enacted by providing technical and legislative advice for university projects (new builds, refurbishments and alterations), liaising with project managers, architects, design engineers and building control bodies.
10. Ensure that that all staff are provided with adequate safety training and information and that it is accessible for all staff and students.
11. Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

12. You may, with reasonable notice, be required to work at any of the University sites.
13. You are responsible for assessing and managing risk for all elements of work within your own area/team and for ensuring effective risk management processes are in place.
14. You have the responsibility to engage with the University's commitment to Environmental Sustainability to reduce its waste, energy consumption and carbon footprint.

## Person Specification

### Knowledge, Skills, and Behaviours (Essential)

- Experience of making managerial decisions based on the calculated information (Application/Interview).
- Ability to produce high quality reports and correspondence and giving clear oral reports/presentations (Application/Interview).
- Highly competent at communicating verbally and in writing to a wide range of people (Application/Interview).
- Knowledge of relevant Health & Safety legislation and experience of delivery of fire safety awareness training of various levels (Application/Interview).
- In depth knowledge of Fire Safety legislation (RRFSO (2005), British standard BS:9999, Approved document B, Building Bulletin 100), their full application and best practice (Application/Interview).
- An in depth understanding of fire risk assessments and remediation actions
- Interpretation of fire strategies and recommendations (Application/Interview).
- Undergraduate degree level in Fire Safety Management HNC Building or Engineering or appropriate knowledge and experience (Application).
- NEBOSH General Certificate (Application).
- Highly experienced in the delivery and maintenance of fire safety management systems, fire remedial works and management across diverse sites (Application/Interview).
- Relevant experience and qualifications in the management and control of fire safety to meet all the requirement of the RRFSO (2005) and to keep the University compliant (Application/Interview).
- Experience of managing and controlling budgets/resources/funding of –
  - Working knowledge of contractual practices and procedures and their development
  - People management and related Human Resources issues
  - Ability to use all common software packages
  - Procurement
  - Building Construction and Fire Engineering
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).