



Corporate Services
Wellbeing, Safety and Health, Health and Safety Services

Fire Safety Manager

As an important component of the University's Health and Safety Service you will provide comprehensive fire safety support on all matters relating to compliance with fire safety legislation and codes of practice. You will ensure the University complies with all its legal and moral responsibilities with regard to the fire safety provisions made for its employees, students and visitors.

You will be comfortable liaising with a broad spectrum of stakeholders and have experience of undertaking fire risk assessments.

In an ever changing environment which is both diverse and challenging you will be able to demonstrate excellent communication and interpersonal skills and ensure uniformity in terms of fire safety practice throughout all University properties.

University Grade 7 (£31,342 - £37,394)

Informal enquiries may be made to Paul Veevers, Head of Health and Safety, tel +44 (0)113 343 34207, email p.veevers@leeds.ac.uk

Ref: CSHSW1000

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to: Head of Health and Safety

Reports to: Paul Veevers

Main Duties and Responsibilities

1. To fulfil the role of 'Responsible Person' (in part) and provide expert advice on the application of the Regulatory Reform (Fire Safety) Order 2005, related legislation and guidance.
2. To provide strategic direction to the University, acting as principal advisor, in the management of fire safety and have a pivotal role in the development of fire safety strategies within faculties by developing an effective partnership with the Deans, Heads of Schools / Services, the campus trade unions and Health and Safety Managers.
3. To lead on the formulation of protocols, procedures, systems and guidance for fire safety issues, arising from regulatory requirements, issues identified within Health and Safety Services and/or issues identified by Faculties, and/or Schools/Services (supported by the Policy and Communications Manager).
4. To lead in the promotion of best practice, a safe working environment and the development of a positive culture to the management of fire safety issues in University premises and associated undertakings/activities.
5. To ensure consistency of implementation of the Fire Safety Protocol and Standards at Faculty, School and/or Service level by working with Deans, Heads of Schools/Services and Health and Safety Managers ensuring local policies and procedures are in place.
6. To carry out Fire Risk Assessment (including DSEAR) surveys of all University premises and determine any remedial work to be rectified by the Head of School/Service and the Facilities Directorate.
7. To perform planned audits and inspections of Buildings, Facilities and/or Services and take appropriate action or make recommendations to the Deans, Heads of Schools/Services and The Facilities Directorate. To be part of the University Audit teams as co-ordinated by the Health and Safety Audit Manager and facilitate external audits from the enforcing authority (West Yorkshire Fire and Rescue Service).
8. Take a leading role on ensuring that facilities for fire safety are provided for disabled staff and students within the University buildings and the production of Personal Emergency Evacuation Plans (PEEPS) and Generic Emergency Evacuation Plans (GEEPS).
9. To lead on the development of fire safety training to managers, staff, students, Fire Wardens, Fire Marshals and other health and safety related personnel (in collaboration with the Wellbeing, Safety and Health Training Manager). This includes development of fire safety e-learning training packages, specialist training in the use of Fire Extinguishers and Evacuation Chairs. To support the University health and safety training and development programme.
10. To lead on the interpretation of new and proposed legislation and its impact on fire safety within the University. When required comment on consultative documents issued by Government and other professional bodies and report to the University Health and Safety Committee.

11. To prepare and present reports, procedures and guidance to the University, Faculty, School/Service Health and Safety Committee(s) on fire safety matters as appropriate.
12. To liaise internally and externally with appropriate services and agencies. Internally this includes other Health and Safety professionals and specialists, Heads of Schools/Services, Facilities Directorate (inclusive of the Design team, Residences and Security Services), Equality Policy Unit and Disability Team to enable an effective service provision. Externally this includes the West Yorkshire Fire and Rescue Service, Building Control, Architects and Engineers, HSE, Environment Agency, Site Contractors, NHS Trust Fire Officer and other bodies.
13. To ensure that information required for incident planning by the Fire and Rescue Service is made available in a clearly understandable format and is kept up to date. To be the main contact in facilitating major incident planning exercises by the West Yorkshire Fire and Rescue Service.
14. To provide professional/expert advice in planning, consultation and the formal approval of plans where alterations or refurbishments take place within existing university buildings and for new developments/buildings. This will involve consultation with Facilities Directorate Project Managers, Architects, West Yorkshire Fire and Rescue Service Fire Safety Officers and Contractors regarding the structural and electrical fire precautions associated with each project, therefore having a major impact on the expenditure within a project/development.
15. To have a major influence on the priorities of expenditure, as a key stakeholder and subject specialist, within the Major Fire Precautions Budget
16. To investigate all fire incidents reported through Sentinel and other means to determine root causes, outcome and actions. Prepare reports and communicate where appropriate to the Deans, Heads of Schools/Services and representative bodies.
17. To lead on promotional campaigns i.e. Arson prevention or the reduction of the number of false alarm incidents within the University premises, by raising awareness, active monitoring and taking necessary steps to reduce the potential impact around the University premises.
18. When necessary carry out specific projects that fall outside the role of the Fire Safety Manager but within the remit of the Health and Safety Services team as required by the Head of Health and Safety and Director of Wellbeing, Safety and Health.
19. To be available after normal working hours, on mobile phone, in order to be able to give advice:
 - on fire safety issues, to Security, or other, personnel;
(*and, if appropriate, to visit University premises to provide on-the-spot advice*)
 - to the Fire Authority, or Police in the event of a major fire incident or other serious emergency, (*and, if appropriate, to attend such events*)
 - assist the University Critical Incident Management Team as appropriate.
20. To undertake any other duties relevant to the post and commensurate with the level of responsibility

Whilst to carry out these duties the post holder needs to be self-motivating, there is also a need to function as a team member of the Health and Safety Services and therefore to

participate, and to provide an authoritative contribution in the wider context of the work of Wellbeing, Safety and Health.

Any other duties as may reasonably be required, consistent with the grade of the post.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the university's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the university's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

Letters after each criterion indicate the method of assessment which will be used during the selection stage: A = Application form, I = Interview, T = Test

Essential

Qualifications

- The Fire Safety Advisers and Engineering (F.S.A.D) course modules at the Fire Service College or the equivalent previous courses at the Fire Service Technical College or equivalent fire safety qualifications. (A)

Experience

- Practical experience of carrying out Fire Risk Assessments (A,I,T)
- Experience in the perusal and annotation of architects building plan drawings with regard to means of escape, fire alarms, fire fighting equipment, emergency lighting. (A,I,T)
- Experience with regard to the handling and storage of hazardous substances i.e. flammable liquids and gasses. (A,I,T)
- Familiarity with the Regulatory Reform (Fire Safety Order) relevant codes of practice and guidance notes. (A,I)
- Experience of providing advice and services in a large organisation. (A,I)
- Experience in the delivery of Fire Safety training. (A,I)

Personal Qualities

- Self reliant, able to work under pressure, to work with minimal supervision but also be a team player. (A,I)
- Good interpersonal skills – ability to build effective working relationships with a wide range of people both internally and externally e.g. with enforcement agency inspectors. (A,I)
- Commitment to own training (CPD) and self development. (A,I)
- Good organisational skills. (A,I)
- Reliability (A,I)

Skills and Knowledge

- Extensive up-to-date knowledge of Fire Safety legislation and its practical application and awareness of impending legislation. (A,I,T)
- Good written, oral and presentational skills. (A,I,T)
- Ability to:
 - Identify needs and priorities (I,T)
 - Set achievable targets and evaluate progress (I,T)
 - Solve problems in a logical way. (I,T)
- Computer literate and ability to use word processing, email, powerpoint and internet. (I,T)

Desirable**Qualifications**

- A Science Degree or equivalent qualification (A)
- Member of the Institute of Fire Engineers (or eligible for membership of this) or other relevant professional body. (A)
- Institute of Fire Engineers registered Fire Risk Assessor (A,I)

Experience

- For the experience listed above it would be desirable to have 2 years experience within the last 5 years.

Skills and Knowledge

- Use of 'Autocad' spread sheets and databases.

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

Disclosure and Barring Service Checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer.

Disabled Applicants

The post is located in Health and Safety Services, Willow Terrace. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.

Further information about Wellbeing, Safety and Health, Health and Safety Services

Wellbeing, Safety and Health (WBSH) delivers statutory management and support services to the whole University community, however it principally focuses on working with and through employed staff and line managers. The service comprises:

- outward facing, Faculty based or Service Group focussed Health and Safety Managers, including a number with specialist functions, and
- specialist Fire Safety and Radiation Protection teams
- clinical and outward facing Occupational Health Physician and Practitioners
- Development, Training and Audit Group
- Project Managers
- Support staff
- Mediation Service
- Staff and LOGIK Centres

Key services

All service units within WBSH are working to support and contribute to the core University activities and processes. Our key service units are:

- **Health and Safety Services**
Outward facing and usually outbased Health and Safety Managers focussing on the operational translation of University protocols and standards into local systems for schools and services. Fire Safety Managers supporting the implementation of the Fire Safety Policy. Support staff providing logistics for training and monitoring/maintenance of accident reporting systems (SENTINEL).
- **Radiation Protection Service**
Specialist group developing policy, monitoring and supporting implementation for ionising and non-ionising radiation activities on campus.
- **Occupational Health Service**
Clinical and outward facing service supporting employees and other groups, offering confidential advice and managerial support in relation to health at work, healthy working conditions and rehabilitation. Occupational Health manages the provision of first aid and first aid training.
- **Staff Counselling and Psychological Support Service**
A new in-house service providing confidential psychological support and consultation to staff, professional support and advice to leaders and managers and training and development.
- **Mediation Service**
A confidential service staffed by volunteers but co-ordinated and supported by WBSH staff. It is available to all staff and aims to resolve conflict and rebuild relationships.
- **Development, Audit, Training and Project Team**
A central unit co-ordinating the delivery of University wide auditing system, policy development and training delivery. Events and projects, including the highly successful and externally funded national Improving Performance Through Wellbeing and Engagement project lead by Leeds, are based in and co-ordinated by members of this team.