

**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**



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LINCOLN**

<b>Job Title</b>	Fire Safety Officer/ Fire Engineer				
<b>Department</b>	Health and Safety Department				
<b>Location</b>	Brayford Pool				
<b>Job Number</b>	HS1009	<b>Grade</b>	7	<b>Date</b>	August 2020
<b>Reports to</b>	Head of Health and Safety				

<b>Context</b>
<p>The university of Lincoln is a vibrant and developing institution. The health and safety of it's students, staff, visitors and residents who occupy the large portfolio of properties, is a key priority.</p> <p>We are looking for an enthusiastic and committed individual to join our Health and Safety Team. As a Fire Safety Officer/Fire Engineer the post holder will support the Head of Health and Safety in providing reassurance that fire safety compliance is met across the university. This will include ensuring the corporate fire management strategy is up to date and remains fit for purpose.</p> <p>The post holder will ensure that all Fire Risk Assessments are adequate and up to date and liaise with associated colleagues in ensuring that all recommendations and identified actions are completed in full and in a timely manner. They will ensure that all records relating to fire safety are up to date, accurate and sufficient.</p> <p>The successful candidate will have a working knowledge of the Regulatory Reform Order (Fire Safety), hold a NEBOSH National Certificate in Fire Safety and Risk management, a Higher National Certificate/Diploma in Building Studies or equivalent, and ideally will be an associate member of the Institute of Fire Engineers, or higher. Sound knowledge of the wider Fire Safety issues, Building Regulations, Construction (Design &amp; Management) Regulations, and Health and Safety legislation are critical to fulfil this role.</p> <p>Strong communication skills are essential, along with experience of implementing and maintaining accurate records and undertaking fire safety performance monitoring, , with a wide range of stakeholders.</p>

<b>Job Purpose</b>

The Fire Safety Officer/Fire Engineer is significant role within the University's support and guidance for fire safety management. It will assist in the further development of safe working practices and support the safe infrastructure across all sites.

The post holder is a key member of the team and will be expected to adopt a flexible working approach and be able to adapt to the demands placed upon the team.

The post holder will be responsible for developing procedures, processes and recommending actions and training for fire safety management.

The post holder will possess excellent change management skills and will drive improvement within the university.

Working within the Health and Safety Team, the post holder will be responsible for assessing the safe delivery of all aspects of reactive, planned and long term fire management activities. Liaison and some coordination of this is paramount.

The post holder will provide high level fire safety and compliance advice to the Head of Health and Safety, while keeping abreast of existing and new legislation affecting activities.

The role will involve the development and implementation of an effective Fire Management Plan and review or completion of Building Fire Strategies.

This is a broad remit and recognises that the individual will need to work with all staff from a wide spectrum of professional backgrounds.

The post holder will have responsibility to inform the Head of Health and Safety of any unsafe practices which require immediate attention.

The post holder will apply experience, knowledge and judgement to determine the best approach to complete the priorities as required.

## KEY RESPONSIBILITIES

### Decision Making and Controls

Lead on the Fire Risk Assessment programme, ensuring all FRAs are in date and are of good quality. To carry out, review and monitor suitable and sufficient fire risk assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005 and relevant standards such as BS 9999:2008 and Building Regulations. Produce Building Fire Strategies as required, and conduct invasive inspection of buildings as required.

Liaise with other professional including Lincolnshire Fire and Rescue and Building Control in relation to fire safety matters.

Oversee the university's fire drill schedule and provide analysis of any findings from building evacuations. Liaise with relevant stakeholders regarding subsequent recommendations.

Coordinate the swift completion of any recommendations and actions arising from FRAs, ensuring records and audit trails are maintained/updated to evidence achievement and compliance.

In relation to Fire Risk Assessments, to monitor and measure performance as part of the wider health and safety management. To take timely and effective action to ensure findings are addressed or escalated in a timely manner.

Provide technical advice and guidance across the estate in relation to all aspects of fire safety.

Provide advice and support to colleagues in developing Personal Emergency Evacuation Plans (PEEPS) and Emergency Evacuation Plans.

To support the development of fire management policy and maintain process, working in collaboration with all relevant colleagues.

Engage, inform and provide advice to university tenants on fire safety issues, as appropriate.

Conduct inspections and assessment of fire risks in university buildings and activities. Make recommendations for future improvements. To identify fire safety deficiencies and liaise with relevant colleagues in the Estates Department and occupants to implement findings of risk assessments, to collate and report on the progress of completing actions.

To provide expert professional advice on fire protection, including (but not limited to): emergency routes and exits, fire detection and warning systems, fire fighting equipment, emergency evacuation plans and assisting with Personal Emergency Evacuation Plans.

Contribute to the development and implementation of all required policies and procedures in relation to fire safety, ensuring compliance with all legislative requirements.  
Conduct intrusive fire safety inspections of buildings as required, and report findings.

To review all fire and fire-related incidents (including near misses and analysis of false fire alarms), and to lead investigation of such incidents. Identify immediate and underlying causes, recommend corrective actions and monitor implementation of such actions.

### **Training and Networking**

Ensure that suitable training, instruction and communication mechanisms are developed to ensure fire safety information and advice is relayed accordingly. To identify fire safety training needs, and to deliver training to an exacting standard.

To liaise with relevant colleagues in the Estates department and insurance coordinator regarding the implementation of fire safety corrective and preventative actions, capital projects, maintenance of fire management systems.

Prepare and deliver an audit schedule for fire safety management across the built estate.

To review and provide fire safety information for staff, students and visitors, or ensure that it is provided, in a format that is accessible, engaging and effective.

The post holder will lead in the management and implementation of statutory obligations required of the University with particular regard to the following: -

- Fire Risk Assessments
- Building Fire Strategies

The post holder will ensure that University Fire Safety systems are constantly evolving to meet the requirements of developing legislation.

Provide fire management advice and guidance to the Head of Health and Safety including the dissemination and monitoring of safety working practices.

Undertake the delegated duties of Responsible Person where required for the discharge of fire safety management obligations.

#### General responsibilities

Be an ambassador for fire safety across the university and work with colleagues to ensure best practice is implemented.

Liaising with staff as and when required in relation to fire safety including attendance at relevant meetings as appropriate.

Contribute towards department and University development strategies, aims and objectives.

The post holder must be able to work on their own initiative as well as being able to work within a multi-disciplinary team; therefore, an understanding of the requirements of other trades and professions is essential.

The post holder must be prepared to develop new skills as the post requires keeping abreast of new technological and legislative advancement. CPD will be positively encouraged.

Able to travel between campuses with access to a vehicle.

**In addition to the above, undertake such duties as may be reasonably requested and that are commensurate with the nature and grade of the post.**

#### Key working relationships/networks

**Internal**

**External**

Estates Department (including surveyors,  
engineers)  
Accommodation  
All university staff  
Trade Union Representatives

Enforcing Officers for Fire Safety  
Building Control  
Approved Building Regulation Inspectors  
Architects  
Insurers  
Health and Safety Executive  
Employers Safety personnel, both nationally  
and regionally  
Regional and National Safety Groups  
Occupational Health Practitioners  
Training Organisations

**UNIVERSITY OF LINCOLN**  
**PERSON SPECIFICATION**



<b>Job Title</b>	Fire Safety Officer/ Fire Engineer	<b>Job Number</b>	HS1009
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
Higher National Certificate/Diploma in Building Studies or equivalent	D	A
NEBOSH National Certificate in Fire Safety and Risk Management (all units), or equivalent	E	A
Sound knowledge of the wider Fire Safety issues, Building Regulations, Construction (Design & Management) Regulations and health and safety legislation	E	A
Associate member of the Institute of Fire Engineers or equivalent	D	A
Full UK driving licence	E	A
<b>Experience</b>		
Experience of carrying out Fire Risk Assessments in Residential buildings	D	A/I
Experience of carrying out Fire Risk Assessments	E	
Experience of conducting Building Fire Strategies	E	
Experience of working with and knowledge of the Regulatory Reform Order (Fire Safety) Order 2005	E	A/I
Extensive relevant experience of enforcement inspection, fire risk management, and provision of authoritative fire safety advice.	E	A/I
Experience of implementing and maintaining accurate records and undertaking performance monitoring, ideally in relation to fire safety.	E	A/I
Experience of communicating effectively with a range of stakeholders, both verbally and in writing.	E	A/I
Experience of dealing with and resolving complex and potentially contentious problems and issues.	E	A/I
Proven capability to initiate, develop, implement and maintain programmes, systems and processes.	E	A/I
Experience of providing technical advice and innovative solutions to a range of different stakeholders in relation to fire safety and compliance.	E	A/I
<b>Skills and Knowledge</b>		
Excellent interpersonal, verbal, written communication and presentation skills	E	A/I
Able to engage with a range of diverse stakeholders and effectively transmit key fire safety message.	E	A/i
Inter-disciplinary understanding and awareness	E	A/I

Delivering work tasks on time and to a high standard	E	A
Highly computer literate, e.g. Microsoft Office or equivalent	E	A
Ability to prioritise work while managing competing demands.	E	A/I
Effective problem solving skills	E	A/I
Ability to work under pressure to tight deadlines	E	A/I
Knowledge of all legal and regulatory requirements and good practice in respect of Fire Safety Management	D	A/I
<b>Competencies and Personal Attributes</b>		
Enthusiastic and flexible approach to work	E	I
Effective team member	E	A/I
Able to work independently	E	A/I
Customer orientated approach to work	E	A/I
Effective influencing skills	E	I
Productivity Driven	E	A/I
Proactive and able to use initiative	E	A/I
<b>Business requirements</b>		
Flexible hours to accommodate very occasional evening, weekend and early morning work	E	A/I
Full driving licence	E	A