

JOB DESCRIPTION

Job Title:	Health and Safety Officer (Fire)
Department / Unit:	Department of Health, Safety and Business Continuity
Job type	Full time, Permanent, Professional Services
Grade:	RHUL 7
Accountable to:	Director of Health, Safety, and Business Continuity
Accountable for:	<p>Providing technical fire safety advice to the University</p> <p>Completion of fire risk assessments for all University buildings</p> <p>HSO lead of accessibility</p> <p>Providing general health and safety guidance for lower risk areas</p>
Purpose of the Post	
<p>This post sits within the Health and Safety Office, which provides comprehensive advice and assistance across the broad subject of occupational health and safety, including fire safety and statutory compliance.</p> <p>The role holder will operate as the University lead in implementing fire safety strategies. The duties will require a pragmatic approach based on formal fire safety standards, identifying deficiencies and prioritising and implementing remedial actions, thereby playing a central role in the development of the University Fire Safety Policy.</p> <p>In addition, they will provide general health and safety guidance to lower risk Departments as tasked by the Head of Safety Operations. They will act as the HSO lead for accessibility issues, working with HR and Estates are required.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Provide input to the strategy for health and safety, including the development of the Strategic Plan and setting of other performance standards. 2. Accountable as the University fire safety expert, including the provision of information, advice, and guidance to the Director of Health, Safety and Business Continuity. This covers the requirements of fire safety legislation, Health and Safety Executive guidance, British Standards, best practice, and all other recognised fire safety standards. 3. Lead on the development the University fire safety strategy and provide technical review of the Fire Safety Policy. Complete any other policy sections on health and safety topics as required by the Director of Health and Safety. 4. Complete fire risk assessments and review existing records and documentation. Produce written reports, identifying any improvements required and develop these with relevant stakeholders into cyclical University fire safety improvement plans, which will include prioritised annual programmes of work based on assessed levels of risk. 5. Provide expert advice on the statutory monitoring, testing, inspection, and where appropriate, maintenance of various fire safety systems across the Campus, including: <ul style="list-style-type: none"> ▪ Fire alarms 	

<ul style="list-style-type: none"> ▪ Emergency lighting ▪ Fire extinguisher and suppression systems
6. To maintain records as are required by fire safety legislation, formal guidance, good fire safety practice and efficiency, or provide advice and assistance on system requirements where others are maintaining the records.
7. Provide advice and assistance to personnel in the investigation of fire related accidents and incidents, including undertaking investigations and producing reports, as determined by the Director of Health, Safety and Business Continuity
8. Produce reports and statistics associated with fire safety, including fire alarm activations, as requested by the Director of Health and Safety.
9. Own and manage the process for completion of individual PEEPS and complete both assessment and training of individuals needs as required.
10. Own and manage the University principles and processes for fire evacuation and monitor the effectiveness of the implementation.
11. Act as the HSO lead for accessibility in terms of the University estate.
12. Provide general health and safety guidance to Departments as directed by the Head of Health and Safety Operations.
13. Act as the HSO lead on noise and vibration.
14. Provide fire safety and accessibility input and advice relating to the University's major incident and disaster recovery plans.
15. As may be necessary, assist in emergency response or business continuity arrangements out of normal working hours, wither by the provision of advice or through attending in person.
Other Duties
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <ul style="list-style-type: none"> • Departmental Health and Safety Coordinators and University Management. • Fire Safety Officers and other professionals at other HEIs to define and share best practice in areas of work of mutual interest. • Main point of contact for fire safety Regulators such as Surrey Fire and Rescue Service. • Other health and safety professional both inside and outside of Higher Education.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Fire safety qualification at level 3 or equivalent knowledge.	X		Application Form
In depth knowledge of fire safety legislation, best practice, and technical standards.	X		Application Form / Interview
Health and Safety qualification at level 3 (NEBOSH, NCRO, NVQ etc)	X		Application Form
Demonstrable experience completing fire risk assessments in an office environment, or higher risk industry.	X		Application Form / Interview
First aid qualification, preferably TtT, including mental health.		X	Application Form / Interview
Skills and/or Abilities			
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy. An ability to defuse conflict and negotiate with those with a different perspective.	X		Application Form / Interview
Excellent organisational skills and a high level of attention to detail and accuracy.	X		Application Form / Interview
An ability to work under pressure, prioritise conflicting demands and meet strict deadlines.	X		Application Form / Interview
Ability to distil and summarise fire safety requirements and apply them to real life situations.	X		Application Form / Interview
Flexibility and proven ability to respond effectively to changing requirements.	X		Application Form / Interview
A high level of literacy and proven ability to write documents such as papers and health and safety policies.	X		Application Form / Interview
Able to communicate effectively in person both informally and to committees or other groups, including to Executive level if required.	X		Application Form / Interview
A high degree of integrity.	X		Interview
Experience			
Experience in the management of fire safety and completion of Fire Risk Assessments.	X		Application Form / Interview
Experience in the completion of Personal Emergency Evacuation Plans.	X		Application Form / Interview
Experience of communicating and influencing stakeholders at various levels within an organisation, including senior management if required.	X		Application Form / Interview
Experience with managing accessibility projects, improvements, or management systems		X	Application Form / Interview

Experience working in hotels, halls of residences, or other complex high-capacity buildings with low-compliance users.		X	Application Form / Interview
Other requirements			
Committed to continuous personal development and a willingness to complete further training as required.	X		Application Form / Interview
Ability to work occasional weekends or late evenings and travel to events and other external activities as required.	X		Application Form