



1 Advertisement

Post Title: Assistant Fire Safety Advisor

School/department: Human Resources

Hours: 3 days per week part-time hours. Requests for [flexible working](#) options will be considered

Location: Brighton, United Kingdom

Contract: 3 Year fixed term contract

Reference: 21034

Salary: starting at £32,411 to £36,333 per annum, pro rata if part time

Placed on: 04 July 2023.

Closing date: 25 July 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: 1st September 2023

The Health and Safety Team support the University of Sussex in delivering a safe working environment for over 2000 staff and 19000 students on the Falmer Campus (over 200 acres) and a range of off-site locations. The Health and Safety Team's key purpose is to promote and improve the safety culture within key areas of the University.

This is a part time, fixed term contract for an Assistant Fire Safety Advisor, working within a central team that provide health and safety services to the University including advice and guidance, conducting investigations, undertaking audits/inspections, delivering training, producing reports and health and safety policies and guidance.

This role will support the current Fire Safety Officer and Fire Safety Advisor during a period of significant improvements to the university's working environments, including laboratories and teaching spaces, to ensure ongoing fire safety arrangements and improved fire safety standards.

The role offers great potential for someone establishing or wishing to further advance their career in fire safety. You will have practical experience of training and advising on fire safety and be confident in applying this in an academic environment. Of key importance will be your ability to build a rapport with the full spectrum of staff and students.

Duties of this post will include.

- Support the Fire Safety Officer and Fire Safety Advisor to provide fire safety advice and guidance to all levels of the institution
- Support the review of fire-related policy and procedures in line with regulatory guidance, and government statute.
- Promote a culture of compliance and best practice in relation to fire safety with stakeholders across the University.
- Design and deliver training and development interventions in fire safety to staff and students as needed.
- Using and updating information systems in line with the university records management requirements and the Data Protection Act.

- Preparing ad hoc and regular internal management reports to aid the improvement of processes and understanding of fire safety management.
- To support on the completion of Personal Emergency Evacuation Procedures (PEEPS) for the evacuation of disabled persons under the Equality Act 2010.
- Support in the investigation of fire and fire related incidents and make appropriate recommendations.
- Carry out practice fire drills and emergency evacuation procedures.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

The appointee must be prepared to work occasionally outside normal working hours including some early mornings and evenings.

Please contact Graham Gray, G.V.Gray@sussex.ac.uk for informal enquiries.

“Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.”

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at <http://www.sussex.ac.uk/hso/>

3. Job Description

Job Description for the post of: Assistant Fire Safety Advisor

Department: Health and Safety

Section/Unit/School: Office of the General Counsel, Governance and Compliance

Location: Falmer Campus, Bramber House

Grade: G6

Responsible to: Fire Safety Officer

Responsible for: N/A

Role description:

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PRINCIPAL ACCOUNTABILITIES

- Support the Fire Safety Officer and Fire Safety Advisor to provide fire safety advice and guidance to all levels of the institution.
- Design and deliver training and development interventions in fire safety to staff and students as needed.
- Promote a culture of compliance and best practice in relation to fire safety with stakeholders across the University.

KEY RESPONSIBILITIES

- Support the review of fire-related policy and procedures in line with regulatory guidance, and government statute.
- Using and updating information systems in line with the university records management requirements and the Data Protection Act.

- Preparing ad hoc and regular internal management reports to aid the improvement of processes and understanding of fire safety management.
- To support on the completion of Personal Emergency Evacuation Procedures (PEEPS) for the evacuation of disabled persons under the Equality Act 2010.
- Support in the investigation of fire and fire related incidents and make appropriate recommendations.
- Carry out and document practice fire drills and emergency evacuation procedures.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

Skills and Abilities	Essential	Desirable
A detailed, applied and theoretical knowledge and understanding of specialist area	X	
Well-developed oral and written communication skills with the ability to present policy and procedure and communicate technical messages in a way that can be understood by the audience.	X	
Planning and organisational skills	X	
Effective IT Skills on MS platform.	X	
Qualifications		
Educated to a degree level/ other equivalent qualification or relevant level of experience	X	
Significant qualifications in fire matters	X	
On a recognised fire risk assessor's register or working towards		X
NEBOSH general certificate		X
IFE membership to the Grad level or above		X
Knowledge and Experience		
Experience of providing fire safety advice and guidance to/in a large complex organisation.	X	
Have experience in higher education		X
One years' experience in a similar role		X
Experience of delivering fire safety training		X

Personal Qualities		
Well-developed interpersonal skills with the ability to quickly build rapport, effectively influence and persuade in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional subject area networks.	X	
Analytical skills with the ability to generate effective pragmatic solutions, with consideration of 'reasonably practicable' approaches and the ability to make effective decisions.	X	
Be self-motivated, proactive and have a proven ability to work using own initiative and solve problems	X	
Demonstrate a methodical and consistent approach to procedures and systems	X	