

## 1 Advertisement

**Post Title:** Fire Safety Advisor

**School/department:** Office of the General Counsel, Governance and Compliance

**Hours:** Part time hours considered up to a maximum of 0.5 FTE

Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** 8786

**Salary:** starting at £35,333 to £42,155 per annum, pro rata if part time

**Placed on:** 22 July 2022

**Closing date:** 10 August 2022 Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

**Expected start date:** September 2022

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 opportunity for a Fire Safety Advisor, working within a team of 8 who provide health and safety services to the University. Services include providing advice and guidance, conducting investigations, undertaking audits/inspections, delivering training, producing reports and health and safety policies and guidance. This role will have a focus on improving fire safety within the University of Sussex campus and its offsite buildings and facilities, and will include undertaking and reviewing fire risk assessments.

The key function of this post is to provide an excellent standard of professional fire safety advice/guidance to University Schools & Departments.

Duties of this post will include.

- To implement the requirements of the university-wide fire safety strategy and to assist in the planning of the university's fire safety activities under the direction of the Head of Health & Safety and Fire Safety Manager.
- To implement and keep under review a range of policies and procedures on fire safety and ensure an effective framework for monitoring of fire safety compliance and safety practice.
- To provide a professional advisory service on the range of fire safety issues affecting the university.
- To advise and identify appropriate methods for the evacuation of disabled persons under the Equality Act 2010 and undertake related Personal Emergency Evacuation Procedures (PEEPS)
- To undertake a program of fire safety risk assessments in accordance with The Fire Safety Order and associated legislation.
- Investigate fire and fire related accidents or incidents and to make appropriate recommendations regarding preventative measures.
- Coordinate and work with site managers and Schools in the implementation of a risk-based approach to all necessary practice fire drills and emergency evacuation procedures.

- Working in partnership with the universities estates and facilities team on new and ongoing projects in relation to fire safety
- To provide a professional advisory service including all matters concerned with fire prevention, fire safety and emergency procedures/ fire safety issues affecting the university.
- To assist in the preparation of reports by providing relevant information and attendance at meetings of the university safety committee and or relevant sub committees as and when required. Attendance at other such meetings, e.g., school/faculty safety committees, building fire safety group or ad hoc meetings in relation with fire safety.
- Developing and delivering fire safety briefings/ tool box talks
- To provide training for staff in relation to fire safety issues including fire warden training and evacuation equipment training.
- Note taking at meetings and some clerical duties will be required as part of this role.

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

The role offers great potential for an insightful and innovative Fire Safety professional to make a substantial, lasting impact, working in collaboration with a team of Safety Professionals. You will have practical experience of undertaking fire risk assessments 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.

Please contact Graham Gray, [G.V.Gray@sussex.ac.uk](mailto:G.V.Gray@sussex.ac.uk) for informal enquiries.

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.*

## 2. The School / Division

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

## 3. Job Description

### Job Description

Job Description for the post of: Fire Safety Advisor

**Department:** Health and Safety

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

**Location:** Falmer Campus, Bramber House

**Grade:** G7

**Responsible to:** Fire Safety Manager

**Responsible for: N/A**

**Role description:**

To undertake role of the institution's subject matter expert in professional field, ensuring appropriate compliance in relation to fire safety management. The role includes providing fire compliance advice and guidance, conducting investigations, undertaking, and reviewing fire risk assessments, undertaking audits/inspections, delivering training, and producing reports and health and safety policies and guidance following statutory requirements. This role will have a focus on improving fire safety compliance within the University of Sussex campus and its offsite buildings/ facilities and contributing to an improving fire safety culture.

**PRINCIPAL ACCOUNTABILITIES**

- Provide information, advice and guidance on all matters relating to fire safety as a subject matter expert to ensure institutional compliance.
- Monitor adherence to institutional and regulatory fire safety standards, assess risks, complete internal compliance checks and audits, advise on subject area.
- On behalf of the institution, perform role of regulatory competent person and hold appropriate qualifications in fire safety matters. IFE membership to the Grad level or above is desirable.

**KEY RESPONSIBILITIES**

- Be the institutional subject matter expert in area of expertise, providing advice and guidance to all levels of the institution, working to satisfactorily resolve complex technical issues.
- Ensure all University policy and procedure in relation to fire safety are in line with regulatory guidance, and government statute, leading on policy and procedure development.
- Across the University, working with internal stakeholders to promote a culture of compliance and best practice towards area of expertise.
- In liaison with other SMEs across the institution and external bodies, ensure full compliance coverage, clarify areas of responsibility agreeing where accountability lies in areas of overlap or exposure.
- Ensure institutional records are in place to support compliance.
- Design and deliver training and development interventions in subject area to staff and students as needed.
- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within subject area. Where appropriate, assess competency of trainees and provide feedback.
  
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement.
- Preparing ad hoc and regular management reports to regulatory and internally to aid the improvement of processes and understanding of the subject area.

- Provide technical advice, working in partnership with the universities estates and facilities team on new and ongoing projects in relation to fire safety.
- As appropriate, on behalf of the institution, undertake role of lead advisor and hold appropriate qualifications in fire safety matters. IFE membership to the Grad level or above is desirable.
- To undertake a program of fire safety risk assessments in accordance with The Fire Safety Order and associated legislation.
- Investigate fire and fire related accidents or incidents and to make appropriate recommendations regarding preventative measures.
- 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	
Effective management skills	X	
Well-developed oral and written communication skills with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood by the audience.	X	
Planning and organisational skills, including project management.	X	
Effective IT Skills on MS platform.	X	
<b>Qualifications</b>		
Educated to a degree level/ other equivalent qualification or relevant level of experience	X	
Significant qualifications in fire matters	X	
NEBOSH general certificate		X
IFE membership to the Grad level or above		X
<b>Knowledge and Experience</b>		
Experience of undertaking/reviewing fire risk assessments and advising on fire safety management and compliance to/in a large complex organisation.	X	
Have experience in higher education		X
Two years' experience in a similar role		X
Experience of delivering fire safety training		X
<b>Personal Qualities</b>		
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	

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