

**Note:** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Jobholders should be consulted over any proposed changes in this job description before implementation.

**Job Title:** Safety, Health and Well-being Advisor (Fire Safety)

**REPORTS TO** Head of Safety, Health & Well-being

**GRADE:** NG 6

### **Purpose**

The role holder will provide specialist professional advice in safety, health and well-being across all University activities, with a particular focus on all matters relating to fire safety and emergency planning. He/she will provide advice and guidance on policy, procedures, training and good practice, ensuring a service that is consistent with the business needs of the University and in keeping with statutory compliance requirements, risk management, and the ethical aspirations expressed within the University Strategy and all relevant service standards.

### **Principal Accountabilities**

1. To make a major contribution to the development and implementation of the Safety, Health & Well-being (SHW) aspect of the University's HR Strategy and its associated portfolio of planned activities, ensuring legislative compliance and the adoption of best practice, and liaising with other professional groups as appropriate; and to assist in the delivery of associated strategies such as the HR, Equality and Estates Planning & Services (EPS) Strategies, through a plan of activities developed annually by the Head of Safety, Health & Well-being. To support the University's Corporate Social Responsibility (CSR) strategy as it relates to as it relates to staff and student well-being e.g. stress management plans; and environmental performance e.g. monitoring environment-related activities.
2. To develop and maintain appropriate guidance including fire policy and codes of practice, monitor their implementation, encouraging consistency and compliance. To ensure that information on all aspects of the work is kept current in all its forms as directed by the Head of Safety, Health & Well-being.
3. To develop, implement and promote University-wide safety, health and well-being programmes for awareness and surveillance, taking responsibility for tailored or targeted initiatives for specific staff groups or issues as directed by the Head of Safety, Health & Well-being.
4. To facilitate a program of audits and inspections, co-ordinating action plans and monitoring progress on the report recommendations. Collating comprehensive reports relating to staff and student safety, health and well-being e.g. fire safety statistics, from specialist teams as required by the Head of Safety, Health & Well-being and HR, University, sector and statutory reporting.

5. To provide advice and guidance on all aspects of Safety, Health & Well-being, Fire Safety and Emergency Planning, to the University community. To undertake risk assessments, accident/incident investigations, review method statements, policies and safe systems of work; to review contractor arrangements; and in particular to undertake, communicate and review suitable and sufficient fire risk assessments under the Regulatory Reform (Fire Safety) Order 2005 for each University site.
6. To provide specialist content, materials and delivery for general and bespoke Safety, Health & Well-being training as required in consultation with the Staff Development Team; to include fire and emergency related training for key staff to enable the Incident Management Emergency Response Plan (IMERP), according to current standards and best practice.
7. To represent the University and maintain contacts with bodies whose activities may influence health, safety and wellbeing; including fire safety and emergency planning at the University, and being the main point of contact and liaison for the London Fire and Emergency Planning Authority (LFEPA), the London Fire Brigade (LFB) and Local Authorities with regard to fire and emergency planning; co-ordinating visits and inspections and organising appropriate remedial action, in conjunction with the Senior SHW Advisor and the Head of Safety, Health & Well-being.
8. To develop specific emergency procedures (such as the response to lift trappings etc), providing guidance and Personal Emergency Evacuation Plans (PEEPs) for Students and Staff, as requested. To create emergency plans for each University site, working with the University's Head of Corporate Social Responsibility (CSR) to ensure compatibility with the relevant Business Continuity Plans (BCP).
9. To advise EPS on the maintenance of the University's fire-fighting equipment, monitoring the provision, maintenance and testing of fire safety and emergency systems to include infrastructure such as emergency lighting etc and the provision and effectiveness of fire safety and emergency systems (such as fire drills).
10. To undertake any other duties within their competence as required by the Head of Safety, Health & Well-being, and/or the HR Director, from time to time. To provide cover for other members of the team as requested by the Head of Safety Health and Well-being.

## **Context**

This role supports corporate governance arrangements relating to Corporate Social Responsibility, and the HR Strategy. The post holder is a specialist member of staff, with a University wide remit, who works with appropriate staff, students, contractors and visitors at all locations to move forward the development, planning and implementation of all SHW activity, with a particular emphasis on the provision of fire and emergency planning advice.

Direct Reports None

Indirect Reports      Approx 20 Union Safety Representatives  
                                 Approx 120 Fire Marshals  
                                 Approx 30 First aiders

Relationships Other members of the SHW Team  
                                 EPS Teams (general)  
                                 Disability Learning Support Team (general)  
                                 Specialist Health and Safety Advisors / Officers / Co-ordinators  
                                 Head of CSR (specific)  
                                 SU Management (general)  
                                 Other HR Teams (specific)

University Staff      Circa 2,200 on four main campuses

University Students      Circa 22,000

**Person Specification**

	<b>Essential criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Graduate member of the Institution of Fire Engineers GFireE, OR on the Register of Fire Risk Assessors and Auditors (IFE) OR working towards an equivalent qualification AND holder of the NEBOSH Certificate in Fire Safety and Risk Management</p> <p>Minimum Technical member of IOSH (Tech IOSH)/Graduate member of IOSH (Grad IOSH)/Chartered Member of IOSH (CMIOSH).</p> <p>Evidence of maintenance and upgrade of specialist knowledge areas through CPD on a regular basis</p>	Degree in a related discipline.
<b>Training and Experience</b>	<p>Experience of successfully introducing and implementing fire and emergency planning and health and safety policy and practices; and provision of related advice</p> <p>Specialist technical knowledge of health and safety and fire legislation, and relevant British Standards, European Standards, industry standards, building regulations and emergency planning</p> <p>Experience in the use of computerised systems and applications, including database systems and working with applications such as Microsoft Word, Excel, Outlook and PowerPoint</p>	<p>Provision of health and safety, fire safety and emergency planning advice in a large organisation - ideally a multi-site unionised environment, including residential properties</p> <p>Experience of ensuring appropriate allocation and use of resources.</p>
<b>Personal Attributes</b>	<p>Ability to monitor a diverse range of activities and key indicators.</p> <p>Ability to establish, build and maintain good working relationships and develop these in a way which encourages all staff and students to act responsibly.</p> <p>Ability to communicate effectively at all levels of the organisation, with excellent written and oral communication skills.</p> <p>Ability to project and promote a confident, responsible and resilient attitude at all times.</p>	Committed to self development with the ability to develop individuals and teams to improve organisational effectiveness