

Fire Safety Officer

Department: Health & Community Services

Division: Estates & Hard Facilities

Reports to: Estates & Hard Facilities Manager

JE Reference: HCS1041

Grade: 10

JE Date: 10/9/2021

Job purpose

The Fire Safety Officer will provide expert advice and assurance on all matters of Fire Safety through the Estates & Hard Facilities division, serving the needs of Health & Community Services and partner departments, ensuring that the needs and expectations of all stakeholders are met.

The role will provide support to the Estates & Hard Facilities Manager and the wider Non-Clinical facilities for Health & Community Services. Outputs will be delivered in line with all relevant legislation, regulation, and guidance appertaining to the field of work.

The role will work closely with estates colleagues and client teams across Health & Community Services and its partner departments where Service Level Agreements are in place contributing to the overall management of Fire Safety projects, Policies/Procedures, and Fire Safety improvement initiatives.

The post holder will be responsible for ensuring staff, patients and visitors are able to deliver/receive the required level of care in a safe and appropriate Healthcare environment.

Job specific outcomes

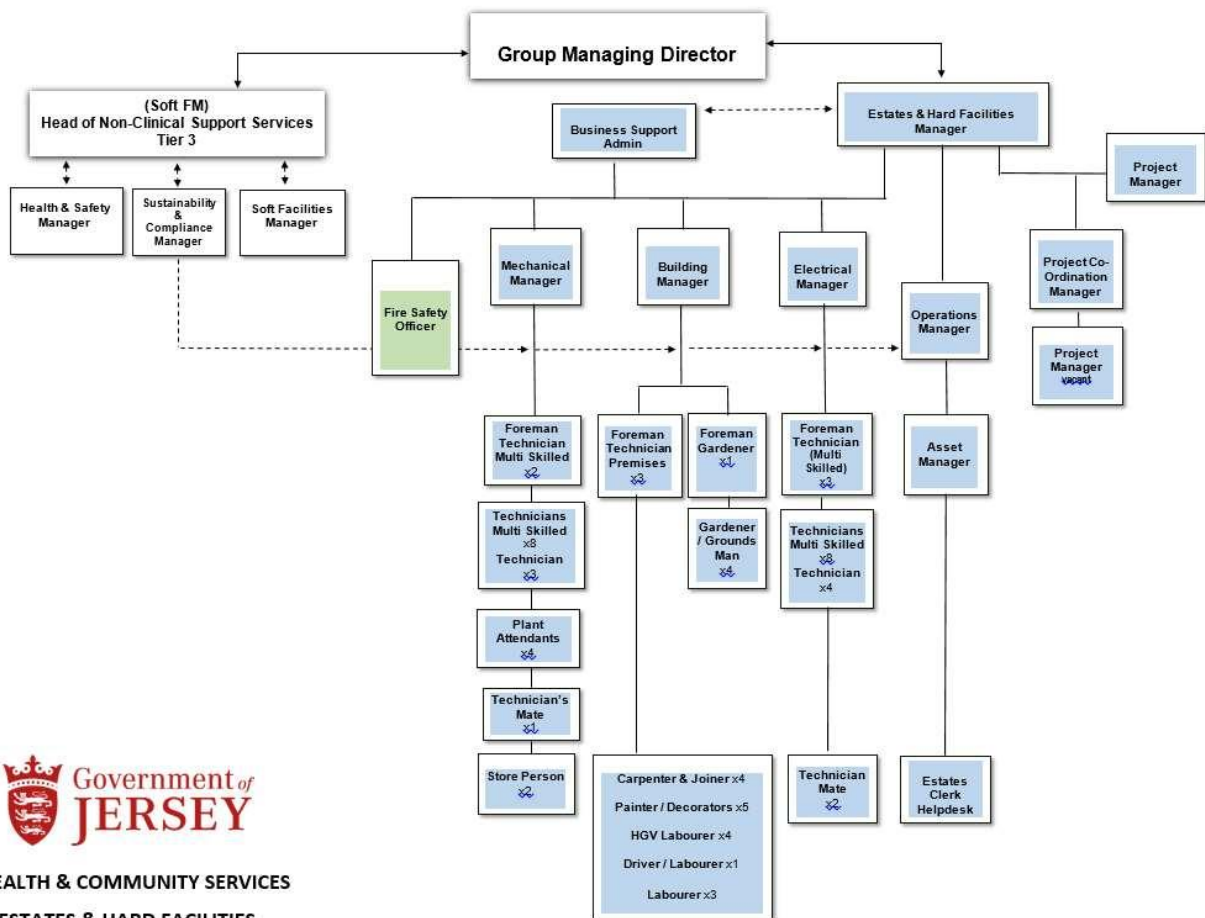
1. To provide professional Fire Safety support; serving the needs of Health & Community Services (HCS) and partner departments, ensuring compliance with current statutory requirements, codes of practice and HCS policies and procedures, Fire Code and other guidance e.g. HTM and HBN suite of documents, Regulatory Reform (Fire Safety) Order 2005, Building Regulations, British Standards and European Directives etc.
2. Ensure that the Fire and Rescue Service and Local Authority Building Control are informed of any work that may affect the fire safety of any building and that any modifications to fire systems are; comprehensively commissioned and documented, and that site plans, system schematics and local Fire Authority information are updated and current through dialogue and audit.
3. Support the HCS Fire Safety Group; ensuring meetings are regular and documented to identify HCS status in regard to compliance with current fire legislation and guidance, escalate non-conformities, and put in place/recommend corrective actions and forecast resources required.

4. Liaise with HCS staff and others when conducting fire safety audits and fire risk assessments, compile standardised professional management reports as necessary; to provide support and guidance on compliance with Fire Safety legislation.
5. To minimise the risk of fire occurring by establishing and maintaining safe fire procedures within a complex healthcare environment through delivery of fire awareness training and liaison, specifying fire warning and firefighting systems. Organise fire drills and monitor their effectiveness compiling accurate records of staff training and drills.
6. Manage specialist investigations of all fire incidents; keep records of all fire incidents and false alarms and ensure that fire reports are prepared in a timely manner to a standard format and where necessary issue remedial advice on the emergency.
7. Monitor and supervise the adequate provision, siting, and maintenance of firefighting equipment, life safety systems, emergency lighting, fire safety signage/systems, and evacuation equipment ensuring all required records are maintained in a current state through audit and due diligence to confirm compliance.
8. Monitor the maintenance of fire safety records and the development of local fire safety manuals for HCS and partner organisation premises.
9. Develop and maintain effective partnerships with other directorates, services, departments regarding fire safety issues; working with all levels of staff and partners, across all sites and community premises, to ensure an ongoing awareness of fire procedures and policies, primarily through organised fire lectures and regular consultation.
10. Provide specialist advice and guidance to the Estates and Hard Facilities team for initial design input in the preparation of Backlog, Revenue and Capital Projects to deliver effective facilities, which maximise safety and minimise revenue costs and risk.
11. Develop and implement a clear HCS fire safety strategy, ensuring an effective programme of; training, inspections, audit, risk assessments (structural, premises-related and operational management-related) and maintenance programmes are developed and delivered to meet statutory requirements, minimise risk and resolve all fire safety issues to provide a safe environment for patients, staff and visitors.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree level, or equivalent professional qualification relating to Fire Safety and/or experience in Built Environment/Trade qualification.</p> <p>Understanding of Health and safety legislation and its application to a healthcare environment.</p>	<p>Member/Associate grade of the Institution of Fire Engineers (IFE) or equivalent.</p> <p>NEBOSH Health & Safety General Certificate.</p> <p>NEBOSH fire certificate.</p> <p>Fire Risk Assessment training.</p> <p>Evidence of continuing professional development</p> <p>Corporate membership of a Professional Organisation e.g.</p> <ul style="list-style-type: none"> ○ IOSH ○ GIFireE ○ MIFireE ○ MIFSM ○ IHEEM ○ NAHFO etc.
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Previous experience in Estates and Facilities operations.</p> <p>Previous experience working with Estates compliance (Hard and Soft FM); Statutory and Non-Statutory documentation.</p> <p>Understanding of best practice methods and procedures for reporting, monitoring, and reviewing compliance literature.</p>	<p>Knowledge of HCS guidance Firecode and HBNS/HTMs.</p> <p>Experience in combining practical operational Fire Safety; and experience in enforcement and risk assessment.</p> <p>Thorough knowledge of the application of current fire safety legislation to a range of premises.</p> <p>Experience in Healthcare specific Fire Safety.</p> <p>Working knowledge of fire legislation and Fire Code.</p> <p>Experience of healthcare engineering or estate management, or equivalent.</p> <p>Experience of preparing and delivering training courses</p>

		<p>Ability to create / modify computer aided design (CAD) drawings.</p> <p>Experience of managing staff.</p> <p>Experience of working in Fire Safety within the Healthcare Sector.</p> <p>Experience of delivering Fire Safety training at all levels.</p> <p>Understanding of Fire Engineering principles and Fire Modelling.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>High levels of probity, diplomacy and confidentiality.</p> <p>Responsive and customer focused.</p> <p>Ability to interpret and check computer aided design (CAD) drawings.</p> <p>Clean driving license</p>	<p>In depth knowledge and understanding of Health technical guidance, statutory instruments and industry best practice in regard to healthcare estates services.</p> <p>Excellent project management skills including an ability to lead on projects which may be uncertain and subject to constant change.</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Ability to read and mark up plans to ensure compliance with Fire Safety Order, Firecode and Building Regulations</p> <p>Highly developed and effective negotiating and influencing skills and ability to develop and maintain constructive relationships</p> <p>Highly developed and effective verbal and written communication skills</p> <p>Ability to assimilate and analyse complex problems, then identify and present necessary actions and make recommendations to ensure actions are implemented. .</p> <p>Computer literacy and ability to use Microsoft office applications</p> <p>Ability to concentrate for long periods of time, prioritise and managed a varied and unpredictable work pattern</p>	<p>Occasionally working at height and in confined spaces.</p>

	<p>Able to satisfy the physical demands of the job</p> <p>Ability to organise events</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Working across organisation boundaries to improve standards</p> <p>Working with external agencies and influencing change</p> <p>Experienced in undertaking various types of fire risk assessments</p> <p>Experienced in operating at senior management levels</p> <p>Extensive experience in preparing and delivering training/ Fire Safety surveys</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.