

JOB DESCRIPTION

Job Title: Fire Officer

Department: Health and Safety (Compliance)

Reports to: Head of Health and Safety

Purpose of role: To ensure that the College is compliant with fire regulations, advising on fire safety requirements, co-ordinating and monitoring the College's programme of fire risk assessments and ensuring that all fire training is complete.

Key accountabilities

- To provide clear and competent advice on all matters regarding fire safety in line with regulatory requirements and good practice
- To update and maintain of all Fire Risk Assessments (FRA's) as required, prioritise the outcomes and liaise with other departments to implement remedial action.
- To maintain a central register of all activity, and make sure that it is followed up in the timescales agreed and required.
- To organise and conduct fire training for all new members of staff during their probationary period ensuring that this is recorded in the HR training record.
- Arrange the annual fire awareness training of all College Staff and Fellows. This will include administrating the online training packages and/ or the booking of rooms and provision of training materials and equipment and records of this training.
- Delivery of fire training to various groups including students for some events such as May Ball (this may require very occasional deviation from normal working hours.)
- Liaise with the Porters on Call Point testing throughout the year to ensure that all daily testing is conducted and faults are recorded and actioned.
- Ensure fire drills are carried out throughout the year and maintaining records of this.
- Liaise with the Head of Health and Safety and the Works Department in a timely judicious manner to advise on and report faults which are of significant risk and to follow up to ensure action is taken as required
- Act as contract manager for fire contracts, liaising with others as required
- Advise on fire stopping and control measures.
- Liaise with the Fire Service and other stakeholders such as the managers of our external accommodation, Bidwells, on matters regarding fire risk, inspection and enforcement.
- Attend and advise the Health, Safety and Fire Committee on all areas surrounding fire, acting as secretary when required.
- To assist in helping the health and safety department during busy periods which includes dealing with enquires and assisting with committees

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	Professional qualification in Fire safety (NEBOSH or equivalent as min) Previous experience in a similar role or as part of the fire service is essential. Previous experience in listed and protected buildings, multi-site and residential is desired.
Skills	IT skills Training qualification would be desirable Listening and influencing
Qualifications	NEBOSH cert in fire or equivalent as a min Training qualification would be desirable
Additional requirements	Very rare out of hours flexibility may be required, for example, May Ball.

EMPLOYMENT DETAILS

Rate of pay:	£35,000 - £40,000 per annum.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work Scheme	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000. Staff are able to access this benefit after successful completion of their probationary period.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.