



Candidate Information

Position:	Assistant Estates Manager (Fire Safety)
School/Department:	Estates Services
Reference:	20/108401
Closing Date:	Monday 9 November 2020
Salary:	£33,979 - £40,322 per annum.
Anticipated Interview Date:	Friday 27 November 2020.
Duration:	Fixed term until 31 October 2022.

JOB PURPOSE:

To provide the University with a comprehensive range of professional fire safety management services related to its premises, estates and activities.

MAJOR DUTIES:

1. To provide specialist advice to: maintain and improve the standard of fire safety management and practical fire safety measures in University buildings, increase fire safety awareness among staff and students, maintain and improve quality of service delivery and reporting on compliance with policies and procedures.
2. To deputise for the Estates Manager (Fire Safety) during periods of leave or as required, including representing the Estates Manager (Fire Safety) at corporate committees and/or working groups as required.
3. To assist with reviewing and implementing the outworkings of the Universities Fire Safety Strategies.
4. Be responsible for the delivery of fire safety awareness and fire warden training, with guidance and recommendations to support Schools and Directorates in their routine management of fire safety. Ensure that related training records are kept up to date. Promote fire safety awareness throughout the University and provide information, instruction and training on fire prevention, fire precautions, fire-fighting equipment and emergency evacuation procedures. Develop and deliver new fire safety educational materials, methods and training to maintain continuing improvement of fire safety awareness among staff and students.
5. To provide day-to-day management of the Fire Risk Assessment programme. Validate and distribute fire risk assessments submitted by the University's consultants, allocate actions to the appropriate departments and units with consideration of the impact of such allocations.
6. Provide reports on specific and general fire safety matters as required, including construction site fire safety audits.
7. To assist the Estates Manager (Fire Safety) in the investigation of fire incidents and alarms activations within the University to determine causes and provide appropriate reports and recommendations to prevent future recurrence.
8. Attend and contribute specialist advice to safety committees and other relevant University groups, including business continuity/emergency planning procedures.
9. To be responsible for Fire Safety contract management procedures, such as, auditing, carrying out spot checks of contracts for the supply and maintenance of all fire safety related equipment to ensure that relevant performance measurement standards and statutory requirements are met, including checks of contractors invoices and other maintenance records, anticipate needs and raise purchase orders accordingly.
10. Provide support, advice and technical expertise to Estates Planning and Development Divisions relating to fire strategies, project design and the management of fire safety in buildings.
11. To provide day to day management and compliance reports relating to the University's online Fire Safety Management System, ensure that related personnel and activity changes are kept up to date and maintain up to date records of all fire safety training, evacuation drills, fire safety related equipment maintenance etc. Follow up consequent remedial actions with Schools and Directorates.
12. To carry out such other duties as may be required.

Planning and Organising:

1. Monitoring, assessing and prioritising Schools and Directorates fire safety needs in order to set objectives and achieve the most efficient and effective progress towards those objectives, based on appropriate specialist qualifications and communicate findings to line management.
2. Using review and audit information and current best practice to inform revisions and updates to University Fire Safety Strategies.
3. Monitor the status of actions arising from risk assessments.
4. Setting short to medium term personal objectives based on organisational needs; developing and adapting personal work planning to maintain necessary progress.
5. Responding to emergencies as a member of the University Initial Response Team.
6. Schedule and deliver a high standard of fire safety related training for students and staff, in accordance with statutory requirements and best practice.

Resource Management Responsibilities:

1. Monitoring and reviewing the cost of fire safety service provision, maintaining an up to date knowledge of new products, technology and methods.
2. Day to day management of the fire safety budget expenditure.
3. Ensure fire safety related equipment is maintained to the relevant standard.
4. Ensuring that the standard of fire safety equipment meets appropriate legislative standards.
5. Ensuring that expenditure does not exceed profiled levels.

Internal and External Relationships:

1. Ensure satisfactory service levels from suppliers and contractors.
2. Ensure compliance with legislation and liaise with the Northern Ireland Fire & Rescue Service regarding operational requirements and building familiarity.
3. Ensure compliance with Building Regulations and Licensing regulations as required by local government.
4. Advise on and action the requirements of the Estates Planning and Estates Development Divisions, respond to any specific fire safety related queries regarding the capital development programme or other relevant matters.
5. Action appropriate response to any fire safety queries from all University schools and departments.
6. Advise on and action the requirements of Schools and Directorates in the development of Fire Evacuation Plans for the buildings they occupy.
7. Assist the People and Culture Directorate and Disability Services with the development and management of the Personal Emergency Evacuation Plan (PEEP) scheme for those disabled students and staff who require a PEEP.

ESSENTIAL CRITERIA:

1. Hold a HNC/D or equivalent in a Fire Safety / Building related discipline and 3 years' experience.
Or; Hold a NEBOSH National Certificate in Fire Safety and Risk Management or equivalent and 5 years' experience
2. At least 3 years relevant experience including Fire Safety management and delivering training.
3. Familiarity with the fire risk assessment process, fire strategies, current building fire safety design guidance documents and standards.
4. Computer literacy with a wide range of computer based systems, including Microsoft Office programmes.
5. Ability to develop, maintain and keep up-to-date records.
6. Ability to handle, co-ordinate and analyse a wide range of monitoring data and use this to produce clear and logical reports.
7. Good analytical skills.
8. Good oral and written communication skills including the ability to write clear reports and present options and recommendations.
9. Logical and methodical approach to work, detail orientated, including the ability to direct and organise others.
10. The ability to establish and maintain good working relationships with a diverse range of people.
11. Good negotiation and persuasion skills.
12. Confident and able to work without detailed supervision.
13. Good time management skills including the ability to coordinate numerous tasks and to work to strict guidelines.
14. Be willing to use a University mobile telephone and be available to attend the University out of hours in an emergency.
15. Valid driving licence or otherwise be able to meet the mobility requirements for the post.

DESIRABLE CRITERIA:

1. Degree in a fire safety related discipline.
2. Certified training in fire risk assessment.

3. Membership of an appropriate Fire Engineering or Fire Safety Professional Body.
4. Experience of fire safety inspections and implementation of associated action plans.
5. Relevant experience in a large multi-site organisation.