UNIVERSITY OF WARWICK

Job Description

Job title	Health & Safety Officer - Fire
Department	Government, Assurance and Risk Group
Grade	FA6

Job purpose (a brief summary of the role)	To provide professional fire safety support to all departments, in order to achieve the required positive culture, behaviours, and standards of health and safety performance as well as the supporting systems and processes expected of a leading University. To develop engagement and ownership of fire and safety processes and practices within departments, working with academic, technical, administrative, commercial and health and safety personnel.
Duties and responsibilities	1. Support the development and implementation of good fire and health and safety practice line with the framework of legislation, University policy and University Health and Safety strategy. • Promote compliance to legislation and University policy and raise standards of fire and health and safety practice via proactive means including audit, safety sampling and inspection and generation of information for the University Health, Safety and Wellbeing webpages. • Provide a professional fire and safety support service to managers, supervisors, and staff in designated department(s), based on risk priority, departmental needs and technical knowledge and experience. • Raise the awareness and skills of departmental staff, such that they themselves can identify, manage and record the risks connected to their work in written (or in data capture within appropriate software systems) format. • Develop pro-active working with departments such that professional guidance can be provided prior to the introduction of high-risk activities and equipment or before planning significant changes to their work environment and facilities. • Communicate changes in relevant legislation (or case law) to departmental staff, ensuring that local policy, arrangements, fire risk assessment and control measures reflect such changes. • Support the programme of fire risk assessment within departments, providing professional fire and safety input to managers where the risks warrant this approach and give advice to support the generation of local rules and safe systems of work, considering risk control measures for individuals at extra risk. • Recognise and liaise with other experts, academic, technical and health and safety advisers to develop engagement and ownership of relevant safety processes and practices. • Influence behaviours of staff at all levels by: o Providing appropriate training for managers and supervisors in fire and safety; o Obtaining agreement on Departmental fire and safety objectives and targets; o Tackling issues as they arise and ensuring learning outcomes are shared across relevant disciplines.

	2. Assist on the investigation of relevant fire and safety incidents ensuring that underlying causes are identified and necessary changes and actions are carried out and learning outcomes are shared. • Work with department(s) to ensure that local fire and safety arrangements (including local emergency response arrangements) are documented, and that staff and students have clear information about what is required and to whom responsibilities and authority have been devolved. • Support the planning process for emergency situations as part of the University's emergency response and business continuity planning and provide expert support in the event of an incident. 3. Engage with other University advisory services and external enforcement agencies as would be expected of the role, such as • Liaise closely with the relevant Health and Safety Officer/Adviser(s), Occupational Hygienists and Occupational Health Advisers on matters relating to the workplace environment. • Liaise with relevant enforcing authorities, with support from Senior Health and Safety Adviser(s) as necessary. • Work as part of the health and safety team to contribute to the University's fire and health and safety strategy, undertaking project work as required and keeping the team informed of emerging issues that may have a significant impact on the University. • Provide support for Health and Safety Officers/Advisers who are leading on areas of operational priority. • Undertake / maintain appropriate benchmarking / information with other functions in the University to facilitate achievement of the highest practicable fire and health and safety standards. 4. To stop work where fire and safety standards could cause imminent danger whilst providing professional support in relation to implementing improvements which can be made to rectify situations and improve standards of fire and health and safety where standards are found to be poor. To ensure that the University's Simplify, Collaborate, Deliver agenda is promoted to ensure the efficient and effective management of fire and health and safety.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	HNC/HND or equivalent level fire safety qualification (fire risk assessment)	A & C
E2	Worked as in a Health and Safety Officer or a Fire Safety Officer (or similar) type role within a challenging and demanding environment, providing professional support and able to demonstrate improvements made through their engagement.	A & C
E3	Supported and facilitated the completion of a variety of fire risk assessments, including having a working knowledge of DSEAR assessments	A & C
E4	GCSE grade C or above or equivalent in Maths and English. Ability to work professionally, maintaining confidentiality.	A & C
E5	Assertive and confident.	A & C
E6	Excellent numeracy, ICT and literacy skills.	A & C
E7	Knowledge of relevant codes of practice and legislation.	A & C
E8	Experience of working constructively as part of a team. Supportive of a good team ethos and willingness to be flexible. Experience of working constructively as part of a team.	A & C
E9	Clear thinker, pragmatic and resilient person. Ability to work to deadlines and work calmly under pressure.	A & C
E10	Excellent organisational skills.	A & C
E11	Excellent interpersonal and communication skills.	A & C
E12	Ability to work professionally, maintaining confidentiality.	A & C
E13	The ability to think creatively and collegiately to solve problems.	A & C
E14	Personal pride in delivering against challenging targets.	A & C
E15	Commitment to continual professional development.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Membership of other relevant professional body.	A & C
D2	Developed and delivered training programmes.	A & C
D3	Experience of working in a complex organisation covering a wide range of professional staff groups	A & C