1. Job Details

Job title: University Fire Safety Adviser (UFSA)  
School/Support Department: Health and Safety Department  
Unit (if applicable): Fire Safety Unit (FSU)  
Line manager: Director of Health and Safety

2. Job Purpose

To ensure that the University complies with all its legal and moral responsibilities with regard to the fire safety provisions made for its employees, students and visitors. To provide comprehensive fire safety support to the University community on all matters relating to compliance with Fire Safety legislation and codes of practice, thus ensuring uniformity in terms of fire safety practice throughout University properties. To ensure that fire safety policy and arrangements are fully integrated within the University Health and Safety Policy, and that the University is appropriately represented in its dealings with statutory and other external bodies.

3. Main Responsibilities

1. Lead the Department’s input into the formulation and evolution of current University policy to comply with fire safety legislation, for example Multi-Occupancy Building User Groups and disabled evacuation, and ensure that the University’s fire safety policy complies with the demands of legislation.  
   Approx. % of time  
   25

2. Design and implement the University’s building fire risk assessment programme in accordance with the Fire (Scotland) Act 2005 and the Fire Safety Order 2006, covering the entire University estate.  
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3. Lead development of the University's strategic and operational fire contingency planning measures to accommodate individual major acute events, and ensure their integration into overall contingency planning arrangements.  
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4. Liaise at an appropriate professional level with the local Health and Safety Executive, Lothian and Borders and other relevant Fire and Rescue Services, Local Authorities and other external agencies in all matters relating to fire legislation compliance and fire safety standards.  
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5. Provide professional advice and support to all sectors of the University on fire safety standards requirements in buildings to ensure consistent compliance with legislation  
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6. Effectively forward plan the organisation and implementation of the Fire Safety Unit's workload to ensure all elements of fire safety legislation are complied with, whilst providing a value for money service, and ensure that the University’s fire safety policy complies with the demands of legislation.  
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7. Liaise with members of Estates & Buildings and Works Division staff regarding all fire safety matters affecting all premises, thus developing compliance and control strategies as required by statutory provisions.  
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8. Lead liaison between the University and enforcing and other authorities during a major fire incident to ensure all parties work together effectively, and that the University’s staff, students and interests are protected.

9. Represent the University by providing expert input to other agencies outwith the University, such as The Scottish Executive (Justice 2 Committee) and Fire Protection Association, as required, and respond to consultation exercises on behalf of the University, for example the CHASTE Project.

4. Planning and Organising
   - Ongoing planning to comply with the requirements of the evolving fire safety legislation and guidance.
   - Daily, monthly and yearly planning of the Fire Safety Unit workload, including programmes and budgeting for fire safety provisions with regard to new, refurbished and existing buildings.
   - Designing and implementing effective fire safety training programmes for all University personnel, and for external commercial customers.
   - Monitor, Plan and organise the training requirement for FSU staff.

5. Problem Solving
   - Design layouts of premises being built or refurbished by Estates and Buildings can result in conflict with fire safety legislation; UFSA may have to prohibit this work and introduce possible changes to accommodate legislation, in liaison with colleagues.
   - Any fire safety issues that arise are dealt with by the UFSA as main spokesperson for the University when they involve internal or external parties, e.g. Fire and Rescue Service.
   - Consultation with other agencies dealing with active fire safety items, e.g., Automatic Fire Detection involves discussion and can lead to design changes to ensure such systems are suitable for the differing design and occupancy of University buildings.

6. Decision Making
   - Decisions on the implementation of the University fire safety policy to meet statutory requirements.
   - Deciding how to control and prioritise the Unit’s budget and reach the Unit’s performance targets.
   - In conjunction with the Director and Deputy Director, decide on contents of University Fire Safety policy, including updates due to changing standards and legislation.

7. Key Contacts/Relationships
   - Senior Estates and Buildings staff to advise on all fire safety legislation with regard to premises and contractors.
   - All other University staff to disseminate fire safety information and handle complex fire safety queries.
   - First line of contact for all external authorities, e.g. Scottish Executive, Lothian and Borders Fire and Rescue Service, Local Authority, on fire safety within the University.

8. Knowledge, Skills and Experience Needed for the Job
   - A minimum of 10 years services with the Fire and Rescue Service or Forces Fire Brigade, with a minimum of 3 years service in the respective Fire Safety Department, serving as an Inspecting Officer or as a Supervisory Officer.
   - Conversant with current fire safety legislation, standards, and codes of practice and be able to develop strategies, programmes and training on fire safety matters and risk assessment.
   - High level of administrative and managerial skill to be able to run own Unit with minimum supervision.
9. Dimensions
- Line Manager for 6 FTE staff in Unit – Deputy, 3 Area Supervisors, 1 Technical Assistant and Unit Secretary.
- Responsible for Operating budget of £7000 and SHEFC Budget of £25000 for fire equipment
- Responsible for the fire provision maintenance and refurbishment of over 500 premises within the University

10. Job Context and any other relevant information
- Fire safety is now a specialised field which is continually changing by introduction of the new legislation, Fire (Scotland) Act 2005, The Fire Safety Order 2006 and supporting Codes of Practice. It is now self regulatory which places additional responsibilities on the University and consequently on the UFSA. Other legislation, such as the Disability Discrimination Act, also places additional responsibilities on aspects of fire safety on the University and consequently on the UFSA. The job content of the UFSA post has now changed profoundly when compared to the former role of University Fire Officer.

11. Verification
(JDs should be agreed by the relevant manager and individual job-holder or representative. Further verification may also be specified in some cases.)

I agree that this job description conveys an accurate description of this job.

Manager: 

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Job holder: 

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