

Deputy Fire and Safety Officer

Job Ref: REQ250206

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: 5

Job Purpose

1. To provide support to, and deputise for, the University Fire Safety Lead.
2. To provide support, advice and training to staff, tenants and students in fire safety, and provide a proactive, professional service to departments in order to achieve the required positive fire safety culture.
3. Supporting the fire safety systems and processes expected of a leading University.
4. The role shall ensure statutory compliance and continuous improvement in risk reduction by training and through audit and risk assessment.
5. To work collaboratively within Health and Safety Services to ensure high safety and health standards are maintained across the University.

Job Duties

- To deputise for the Fire Safety Lead in their absence
- To undertake fire risk assessments as required by the Fire Safety Order and ensure that all assessments are aligned with this.
- To ensure that all fire-fighting equipment in Academic, Residential, Professional Service and tenanted buildings is provided and maintained in accordance with relevant British Standards
- To carry out regular audits on the effective performance of key areas within the university such as statutory testing and maintenance of fire safety systems e.g. fire alarm systems.
- To ensure that emergency fire evacuation procedures are tested on an annual basis. Produce reports from such procedures, for presentation to the relevant responsible manager(s).
- To develop reports and statistical information for relevant University Committees.
- To develop and deliver bespoke fire safety training programmes to ensure that relevant staff, students and tenants are aware of their duties and have appropriate procedures in place for safe operation of fire safety procedures.
- To work closely with Facilities Management in regard to new developments, refurbishments and maintenance of buildings with regard to fire safety and advise on legislation.
- To keep up to date with the latest fire safety legislation and ensure appropriate work colleagues and teams are informed
- To undertake any training and development deemed appropriate for the position.
- Raise the awareness and skills of departmental staff, such that they themselves can identify, manage, and record the risks connected to their work.
- Liaise with relevant enforcing authorities.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Fire Safety Lead.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience		
Skills and abilities	IT literate – MS Office 365 and comfortable learning other bespoke software packages	1,3
	A high standard of written English for reporting purposes	1,3
	Excellent communication and interpersonal skills	1,3
	Ability to work independently or as part of a small, specialised team	1,3
	Ability to organise and prioritise workload and to work to deadlines	1,3
	Tact, discretion, and an understanding of confidentiality	1,3
	Flexibility and the ability to adapt to a changing work environment	1,3
Training		
Qualifications		
Other	Have a genuine interest in Fire Safety and its implementation	1,3
	Be solutions oriented	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience in fire prevention practice	
	Experience of carrying out comprehensive fire risk assessments	1,2,3
	Experience in working in a large or complex organisation	1,3
Skills and abilities	IT literate - Autocad, Databases/Asset Management software	1,3
Qualifications	A qualification in fire safety management eg NEBOSH Certificate in Fire Safety	1
Other	Be familiar with current fire safety legislation and of any upcoming changes Be familiar with compliant fire safety systems	1,3

Conditions of Service

The position is Part Time and a 13 month Maternity Cover. Salary will be on GRADE 5, £29,179.00 - £34,132.00, (salary to be calculated at the pro rata rate for part-time), per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for Staff Grades 1-5, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is 30th March 2025

Interviews will be held on 7th & 8th April 2025.