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| **Post Details** | | **Last Updated** | | | |
| **Faculty/Administrative/Service Department** | Estates, Facilities & Commercial Services (EFCS) | | | | |
| **Job Title** | EFCS Fire Safety Manager | | | | |
| **Job Family** | Professional Services | | **Job Level** | 4 | |
| **Responsible to** | Susan Keirle, Facilities and Accommodation Operations Manager | | | | |
| **Responsible for (Staff)** | 1-2 | | | | |
| **Job Purpose Statement**  The Fire Safety Manager is tasked with ensuring The University of Surrey's adherence to fire safety regulations, including the Regulatory Reform (Fire Safety) Order 2005, Building Regulations, Building Safety Act, and relevant fire safety guidelines. This role is pivotal in maintaining and updating critical fire safety documentation such as Fire Risk Assessments, Fire Strategies, and Fire Compartmentation & Door surveys. As the designated authority on fire risk management, the role involves close collaboration with various specialists to support the University's departments and faculties in enacting fire safety preventive and protective measures, in accordance with PAS7, The Regulatory Reform (Fire Safety) Order 2005(England and Wales), The Health and Safety at Work Act 1974 and British Standards(BS) BS9999 and BS5839, Building Regulations and Housing Act 2004. | | | | | |
| **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) | | | | | |
| 1. Serve as the authoritative 'competent person' for fire safety duties as per the Regulatory Reform (Fire Safety) Order 2005, assuring the University's compliance. 2. Oversee the formulation, administration, and ongoing assessment of fire risk evaluations throughout the University's residential and core campus facilities, including the management of corrective actions. 3. Engage in the planning and execution of capital projects, integrating fire safety considerations during the RIBA plan of work stages to facilitate strategic and operational decisions. 4. Develop and manage a comprehensive fire safety strategy and policy for the University, ensuring these are following current laws and keeping stakeholders informed of significant fire risks. 5. Maintain and periodically review the University's fire safety risk register. 6. Offer proactive support in managing statutory fire safety maintenance, working with the Heads of Capital Projects and Engineering and Maintenance Operations. 7. Implement and oversee a stringent fire safety management system in line with PAS7 standards, The Regulatory Reform (Fire Safety) Order 2005(England and Wales), The Health and Safety at Work Act 1974 and British Standards (BS) BS9999 and BS5839, Building Regulations and Housing Act 2004. 8. Identify and document both current and potential strategic and operational fire risks in the risk register and strategize to manage, reduce, or eliminate these risks.   **N.B. The above list is not exhaustive.** | | | | | |
| **All staff are expected to:**   * Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey’s Equal Opportunities policy. * Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students. * Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. * Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. * Undertake other duties within the scope of the post as may be requested by your manager. * Work supportively with colleagues, always operating in a collegiate manner.   **Help maintain a safe working environment by:**   * Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. * Following local codes of safe working practices and the University of Surrey Health and Safety Policy. | | | | | |
| **Elements of the Role**  This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role. | | | | | |
| **Management & Leadership**   * Stay informed of legal, technological, and procedural changes in fire safety management and manage related budgets effectively, communicating any financial pressures and risks to the Facilities and Accommodation Operation Manager. * Assist in the strategic financial planning for fire safety, aligning resources with business priorities. * Analyse evolving fire safety laws and standards to anticipate future budget impacts. * Independently manage workload with efficiency, providing a professional service to the University's teams * Report on fire safety management to the University Health and Safety Consultative and Governance Committee as needed. * Collaborate with both internal and external partners to enhance the University's fire safety protocols. * Ongoing Professional development to stay ahead in the field. * To be responsible for the training and development of the fire safety estates team, * To seek and implement fire safety solutions that provide better outcomes and efficiencies. * Raising awareness of fire safety issues to the wider university community. | | | | | |
| **Problem Solving and Decision Making**   * Offer advice and solutions for routine issues, drawing on University policies and a solid understanding of the fire safety field. * Exercise independence in problem-solving, utilizing judgment and expertise to make well-considered decisions. * Maintain a proactive stance, alerting stakeholders to risks and ensuring timely action and resolution. * Engage with the Capitals Project Team to influence fire safety design and management. * Support business continuity planning. * Conduct thorough investigations into non-compliance incidents, applying root cause analysis and implementing necessary improvements, escalating significant performance issues to senior management as required. * Make sure the team have the appropriate training to deliver fire risk assessments. * Contribute to the university’s fire emergency response plan with Cervus Plus. * Track and document compliance with all fire safety regulation, including a regular schedule to review ongoing compliance. * Ensure consideration of needs of individuals with disabilities in all fire safety plans and processes. * Maintain fire safety practices that align with the university’s sustainability goals. * Review fire safety information systems for better tracking and reporting. | | | | | |
| **Supplementary Information** | | | | | |
| **Person Specification** This section describes the sum of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. | | | | | |
| **Qualifications and Professional Memberships** | | | | |  |
| Professionally qualified with a relevant degree/postgraduate qualification, plus several years Fire Risk management experience in similar or related roles  OR;  Substantial vocational and relevant management experience demonstrating management ability in an this specialist area, and success in similar or related roles, supported by evidence of significant appropriate specialist knowledge  Replace with:   * A relevant degree or postgraduate qualification in a fire safety-related field with several years of experience in fire risk management roles is essential OR * In lieu of formal education, substantial vocational experience with demonstrable success in fire safety management and evidence of significant specialist knowledge is acceptable. * An approved IFE (Institution of Fire Engineers) fire risk assessor designation is desirable.   Qualifications and Professional Memberships:   * Be a certified Fire Protection Specialist (CFPS) or a master’s degree in Fire Engineering would be advantageous. | | | | | E  E  E  D  D |
| Approved IFE fire risk assessor | | | | | D |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).  A requirement of knowledge of university specific fire safety challenges, such as those associated with laboratories and residential halls.  Experience of fire safety in Higher Education, campus settings, dealing with a range of diverse range of building types and usage patterns. | | | | **Essential/ Desirable** | **Level**  **1-3**  D  D |
| NEBOSH (National Examination Board in Occupational Safety and Health) Fire Safety and Risk Management Certificate is desirable at an advanced level (Level 3). | | | | D | 3 |
| Chartered membership of a professional fire safety body, such as IFE or Institute of Fire Safety Managers (IFSM), is essential at an expert level (Level 3). | | | | E | 3 |
| IFE Level 3 Certificate in Passive Fire Protection | | | | D | 3 |
| Level 4 Certificate in Fire Safety (Fire Auditors) | | | | D |  |
| Level 4 Diploma in Fire Safety (Fire Inspectors) | | | | D |  |
| NEBSOH Construction Certificate | | | | D |  |
| Registered as a fire risk assessor with a recognized accredited body | | | | E |  |
| Proficiency in IT skills is essential at an intermediate level (Level 2) | | | | E | 2 |
| **Special Requirements:**  Knowledge of university-specific fire safety challenges, such as those associated with laboratories, residential halls, and historical buildings.  Experience with fire safety in a campus setting, dealing with a diverse range of building types and usage patterns.  The candidate must be capable of carrying out all duties as outlined in the job description with a high degree of competence and autonomy.  This role involves periodic physical activities, such as site inspections, and the use of fire safety equipment. Therefore, a suitable level of physical fitness is essential to carry out these responsibilities. The successful candidate will be expected to demonstrate the ability to perform tasks that may require physical exertion as part of their routine duties. | | | | | **Essential/ Desirable**  D  D  E  E |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | | | | | **Level**  **1-3** |
| Communication  Adaptability / Flexibility  Customer/Client service and support  Planning and Organising  Continuous Improvement  Problem Solving and Decision Making Skills  Managing and Developing Performance  Creative and Analytical Thinking  Influencing, Persuasion and Negotiation Skills  Strategic Thinking & Leadership | | | | | 3  3  3  3  3  3  2  3  3  3 |
| This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will ine3vitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The Uni2versity expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.  Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. | | | | | |
| **Organizational/Departmental Information & Key Relationships** | | | | | |
| **Background Information**  Estates, Facilities and Commercial Services (EFCS) is integral to the University’s infrastructure, overseeing the estates development and maintenance. The fire Safety manager will play a pivotal role in this department ensuring the university’s estates not only meets legal fire safety standards but also contributes positively to the experience of staff, students, and visitors.  EFCS consists of various service-oriented teams totalling approximately 285 staff members dedicated to the University's smooth operation. The Fire Safety Manager will need to foster strong relationships with these teams, maintaining a coordinated and customer-focused approach to supporting the University's academic mission through effective fire safety management.  The duties and focus of the Fire Safety Manager role may evolve alongside the Department/Faculty's needs. The University anticipates the post holder's adaptability to these changes, which may involve undertaking relevant training. Should substantial revisions to the job purpose arise, they will be reflected in a revised job description, in consultation with the post holder.  **Department Structure Chart**    **Relationships**  **Internal**  The post holder will have frequent contact with the offices of senior staff within the University including the President and Vice-Chancellor, Provost, Chief Operating Officer, Senior Vice-Presidents and Vice-Presidents. They will liaise with and build relationships with staff in Academic Faculties and other University departments.  **External**  The post holder will have contact with non-executive directors of the University and other influential individuals. They will also have contact with external auditors, banking partners, solicitors and other professional advisors.  By maintaining these internal and external relationships, the Fire Safety Manager ensures that the university's fire safety procedures are up-to-date, effective, and seamlessly integrated into the larger framework of the university's operations and academic mission. | | | | | |