

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

**Closing Date: 12 February 2018**

**Interviews are planned for: 15 March 2018**

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**JOB DESCRIPTION – Job ref (REQ01115)**

<b>Job Title and Grade:</b>	Fire Safety Advisor Grade 9
<b>Contract:</b>	Full time, Permanent
<b>Hours:</b>	A notional minimum of 36 hours per week
<b>Salary:</b>	£39,993 - £47,722 per annum
<b>Department/Section:</b>	Human Resources
<b>Responsible to:</b>	Director of Human Resources
<b>Reports on a day to day basis to:</b>	Head of Health and Safety
<b>Responsible for:</b>	Fire Safety Officer(s)
<b>Purpose of job:</b>	To provide competent fire safety advice and assistance to the University and its subsidiaries in accordance with the Regulations and the Regulatory Reform (Fire Safety) Order. The post holder will have responsibility for advising the University on fire strategy and management. As part of the University's Health and Safety Advisory Service, they will work closely with the Estate Management Section and relevant Heads of Department / Section / Business Unit to ensure a co-ordinated approach to the management of fire safety risk and the achievement of a positive culture and standards of fire safety performance

**Duties of the Post:**

The main duties of the post will include:

1. To advise the University's leaders (and those of its subsidiary companies) on fire safety strategy, planning and management and to keep them informed of significant fire risk management issues.
2. To ensure that Fire Risk Assessments of the University's buildings are carried out and kept under review; and to monitor any actions required to address shortcomings.
3. To co-ordinate fire protection arrangements throughout the University's premises
4. To develop and keep under review the University's Fire Safety Management Policy and Plan, and other fire safety related standards and guidance.
5. To advise on fire safety requirements for new builds and refurbishments
6. To provide professional fire safety advice and support to the University community, enabling them to meet their fire safety responsibilities
7. To carry out / support promotional activities for the achievement of a positive culture, behaviours, and standards of fire safety performance
8. To review fire safety training needs and make recommendations for training to be carried out. Develop and deliver of health and safety training or assist with sourcing suitable training providers



9. To monitor changes to legislation and good practice/industry guidance that significantly impacts on the University and its subsidiaries, disseminate relevant information and provide advice on the practical application to the University's activities.
10. To advise and monitor the Estates Management Section on appropriate procedures for the routine inspection and maintenance of equipment provided for fire protection.
11. To maintain auditable records of our fire safety arrangements, including up to date records of fire risk assessments, fire strategies and fire evacuation plans.
12. To investigate reported fire related incidents and monitor records of fires and false alarms, with the aim of identifying and taking action on areas for improvement.
13. To monitor and audit the implementation of the University's fire safety management systems, and to provide reports on fire safety performance.
14. To advise on the appropriate control measures for the storage and use of dangerous substances (as defined by the Regulatory Reform (Fire Safety) Order).
15. To provide specialist advice in connection with Personal Emergency Evacuation Plans.
16. To ensure that fire drills are carried out in all University premises, monitoring them and taking action to address any shortcomings
17. To form positive relationships and liaise with external stakeholders, such as the local Fire Authority and insurance company assessors
18. To support the University's response to serious fire related incidents and critical incidents. To be available out of hours to deal with emergency situations as necessary and to ensure cover at times of non-availability.
19. To line manage the Fire Safety Officer(s).
20. To be available, outside normal hours, to provide emergency cover and to participate in training exercises
21. Any other duties as may be assigned from time to time by the Director of Human Resources or their nominee.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

**October 2017**



**PERSON SPECIFICATION**

**JOB TITLE: Fire Safety Advisor**

**Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
▪ Evidence of, or qualifications demonstrating, a high level of fire safety management competency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Membership of a relevant professional organisation (e.g. FPO, FSM, IFE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Recognised fire risk assessment competency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Recognised health and safety qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
▪ Considerable, up to date knowledge of UK fire safety legislation and standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of advising on fire safety for complex buildings, including high rise sleeping accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Extensive experience of undertaking fire risk assessments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of writing policies, standards and reports, communications, taking account of organisation requirements and the target audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in the design and delivery of training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of advising on fire safety requirements for new builds and refurbishments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Working knowledge of health and safety at work	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing people	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
▪ Excellent oral and written communication skills, demonstrating the ability to put across complex information in a simple and understandable way.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A good level of IT literacy, including a good knowledge of Microsoft Office applications, particularly using Outlook, Word, Excel and PowerPoint.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Training / presentation skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A pragmatic approach, demonstrating a practical application which takes account of business needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to act with discretion and to maintain confidentiality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to work effectively as part of a team or to work autonomously by own initiative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, demonstrating a positive, enthusiastic and approachable manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Consultative and facilitative style of service delivery with strength of character to ensure that breaches of legislation and / or University policy are challenged and resolved.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good influencing and motivating skills and the confidence to deal effectively and professionally with a variety of people at all levels. Able to build relationships based on trust and confidence in order to foster	<input checked="" type="checkbox"/>	<input type="checkbox"/>



an environment of co-operation and collaboration.		
▪ Able to work on own initiative, to identify relevant priorities, to plan and manage projects and workloads to deliver necessary changes and to meet service requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Self-motivated, proactive, approachable and committed to high standards of service delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to analyse problems, identify underlying issues, interpret data and communicate the issues and implications to others, presenting information in a professional format such that it is understandable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Must work safely and promote a positive attitude to health and safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Sensitivity to the needs of people from a wide variety of cultural backgrounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to travel between Colchester, Loughton and Southend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to work outside normal office hours where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\*The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**October 2017**



## **Additional Information**

### **Department**

You can find more information about HSAS at the following link <https://www.essex.ac.uk/health-safety/>

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

### **General information**

Informal enquiries may be made Claire Saunders, Head of Health and Safety (telephone: 01206872946 e-mail: [claires@essex.ac.uk](mailto:claires@essex.ac.uk)). However, all applications must be made online

### **Benefits**

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeParkDayNursery.co.uk](http://www.wivenhoeParkDayNursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

### **No smoking policy**

The University has a no smoking policy.

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