

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Fire Safety Manager

## **College/Department**

People Experience and Culture

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0567-24

## **Salary**

£42,791 to £45,955 per annum pro rata (for exceptional performers, there is scope for further progression up to £61,235 per annum pro rata)

## **Reports To**

Head of Health, Safety and Wellbeing

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

The Fire Safety Manager will report to the Head of Health, Safety and Wellbeing as part of the Health, Safety and Wellbeing team.

The purpose of the job is to manage fire safety related activities within the university health and safety framework and provide competent fire safety advice to staff and students. The post holder will proactively support and promote the development of a positive Fire safety culture within the University by supporting the development and implementation of fire safety systems and policies, providing relevant training, performing audits and inspections, undertaking fire risk assessments, reporting on fire safety matters and supporting the continual improvement of Fire safety arrangements and systems.

The post holder will work across all campuses and buildings of the University. The portfolio consists of over 50 properties within 14 sites and four campuses, including a residential portfolio of circa 3000 bedrooms. Total area is in excess of 160,000 square metres and supports over 20,000 students and 3,000 staff.

## **Principal Accountabilities**

1. To provide fire safety advice and guidance to the Central Health and Safety team and wider university (including Estates, DSRL and Derby Theatre). To support the development and implementation of fire safety policies and procedures to meet legislative requirements / best practice across the portfolio.
2. To proactively develop, maintain, and review when required the implementation of the University fire safety policy, PEEP Policy, fire management arrangements and fire risk assessments, ensuring legal compliance with statutory and regulatory requirements.
3. To provide Fire Safety advice to Estates Project Managers, design teams and residential managers when required, to ensure robust building fire strategies as part of base project planning.
4. To investigate Fire related incidents within the University, preparing reports and recommendations.
5. To carry out fire safety audits and inspections to all parts of the University, working with the Health, Safety and Wellbeing team to ensure timely completion of outstanding actions.
6. To liaise as required with external fire and safety organisations.
7. To assist in the liaison with the Head of Health, Safety and Wellbeing in the development of Fire safety services for the University to meet future needs and standards as part of a continual improvement process and to ensure the safety of our staff, students, visitors and key stakeholders.
8. To maintain an up-to-date professional knowledge relating to the post, including legislative updates, best practice, lessons learned and emerging trends.
9. To carry out in-person fire safety related training (across the sites) such as ‘Fire Marshal’ training, ‘Fire Awareness’ training, ‘Fire Extinguisher’ training, ‘Evacuation Chair’ training and PEEP’s train the trainer’.
10. To lead on and develop Personal Emergency Evacuation Plans with managers (PEEP’s) for staff and assist student services/DSRL in the creation of these for students when required.
11. To carry out and keep up to date the day-to-day administrative activities aligned with the job role/needs of the department and undertake other activities/responsibilities as required and directed by the line manager.
12. To create and maintain a ‘Fire Drill’ schedule, carry out the fire drills, create a report for each one and feedback to the Head of Health, Safety and Wellbeing and the Director of the relevant school/college/department.
13. To attend and take a key role in relevant meetings such as the Fire Safety Management Group and University Health, Safety and Wellbeing Committee meeting, creating reports and update on progress/issues.
14. In conjunction with the Estates department to aid in planning, conducting (where relevant), documenting and working with appointed external Fire Risk Assessors. To review fire risk assessments (FRAs) in accordance with BSI PAS 79 ensuring all remedial actions are logged onto the University CAFM system.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* A fire safety qualification such as NEBOSH Certificate in Fire Safety / CFPA Diploma / IFE Certificate or equivalent
* Deemed a competent Fire Risk Assessor as determined by Fire Risk Assessment Competency Council and to maintain this in line with any future regulation changes such as BS 9991:2024.
* Membership of a recognised, professional body (e.g. IFE, IFSM)

#### **Experience**

* Extensive fire safety experience/practice with a sound working knowledge of the Regulatory Reform (Fire Safety) Order 2005 and its supporting legislative framework (e.g. British Standards, Approved Doc. B etc.)
* Significant experience of completing audits and fire risk assessments in line with PAS79.
* Experience of writing fire safety policies and procedures
* Experience of report writing
* Experience of influencing to implement best practice and continuous improvement
* Experience of delivering fire safety related training.

#### **Skills, knowledge & abilities**

* Excellent organisational, effective communication and presentation skills
* IT literate with a working knowledge of Microsoft Office, Power Point, Word & Excel
* Comprehensive knowledge of property related statutory and legislative obligations and experience in developing fire safety regimes to ensure those obligations are met
* Specialist auditing expertise in fire safety
* The ability to influence key stakeholders to ensure consistency across the Estates team and portfolio
* Developing and communicating plans and campaigns, including briefing and managing third parties to deliver tactical elements and measuring results

### **Desirable Criteria**

#### **Experience**

* A good understanding of the higher education sector or the mental flexibility to demonstrate an ability to understand and adapt to a higher education culture
* Qualified Fire Extinguisher and Evacuation Chair trainer.
* Dangerous Substances and Explosive Atmospheres Regulations requirements and the completion of DSEAR risk assessments.

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).