

### **Job Description**

<b>Job Title:</b>	Fire Safety Officer
<b>Department:</b>	Property
<b>Line Manager:</b>	Property and Estate Manager
<b>Salary:</b>	£33,900 per annum pro rata (£56,500 per annum FTE)
<b>Hours per week:</b>	21

*The job description is an operational document that does not form part of the contract of employment.*

*It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.*

*St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

### **Purpose of the Job**

The Fire Safety Officer, who works alongside the Health and Safety Officer, ensures the management and compliance of all aspects of fire safety, prevention and protection across all St Paul's Cathedral properties\*.

The role is responsible for providing advice and guidance to employees, volunteers, contractors and residents to ensure that obligations under the Regulatory (Fire Safety) Order 2005 are met & align to other legislation, approved codes of practice and relevant Cathedral policies and procedures. Where necessary, and as appropriate, this role will refer or escalate matters to the Director of Property in their capacity as the competent fire advisor to St Paul's Cathedral.

The job holder is required to work from Chapter House, St Paul's Churchyard.

\*Properties associated with this role:

- St Paul's Cathedral
- Chapter House
- Amen Court
- St Paul's Cathedral School (annual audit only)

### **Main Duties**

- Working across the Cathedral, review and update, and where necessary develop, fire safety policies and procedures to ensure they reflect current legislation and best practice.
- Undertake a gap analysis to develop, deliver and monitor a review of all fire safety policies on a three-year risk-based rolling programme, and record on the organisation's Vision Pro system (Computer Aided Facilities Management).
- Lead on embedding and championing a positive fire safety culture and advise, liaise, communicate, motivate - and challenge where necessary - across the Cathedral to evaluate any changes required and fully embed fire safety policies.
- Develop and deliver (personally or using approved external providers) fire safety training (Fire Warden, Fire Prevention, Fire Safety, coaching, and support).
- Manage the work within the Action Plan of the Safety Committee, ensure actions are completed in a timely manner. Occasional attendance may be required at this Committee.
- Review and develop the organisational level Risk Register for fire safety, support the development of departmental Risk Registers and review and support on the development of departmental Risk Assessments, coaching and influencing Heads of Department in effective fire safety risk management.
- Assist in reviewing risk assessments for contractors, ensuring a hot works permit management system is in place.
- Liaise with Events managers on key events being organised and assist in assessing event fire safety management including charity events and liaising with events managers where issues have been identified.
- Keep up-to-date on legislation, regulatory practice, and guidance on relevant matters and ensure that the Safety Committee and Chapter are kept advised of changes and their practical consequences for the Cathedral and associated properties.
- Carry out routine visual inspection of the Cathedral premises reporting any potential hazards where required and updating the risk register with the relevant departments accordingly.
- Report on monitoring and auditing of fire safety standards as required to relevant parties.
- Undertake fire incident recording and investigation.
- Maintain a range of communication medium to ensure that managers and staff are kept up to date with fire safety matters.
- Work with the security team to monitor, record and investigate fire alarm activations to determine cause, share lessons learned and return to business as usual.
- Conduct Fire Risk Assessments for all properties, develop action plans, mitigate risk and collaborate with colleagues to ensure best practice.

- Manage a programme of fire safety inspections and audits on passive and active fire protection installations.
- Provide advice and guidance to stakeholders to assist in compliance with the Fire Regulatory (Fire Safety) Order 2005 and other fire safety regulatory and guidance.
- Conduct and observe practical fire safety evacuation drills at specific properties and provide feedback and reports on those drills to relevant stakeholders.
- Conduct and keep up to date fire incident information planning documentation and Tactical Information Plans.
- Develop relationships with local authority fire and rescue services.
- Promote excellent fire safety standards by advising and guiding stakeholders on prevention, protection & general fire safety matters as necessary.
- Undertake further development in fire safety, as deemed appropriate for the role by the Director of Property.

### **Person Specification**

- Level 3 Award in Fire Risk management
- Level 4 Certificate in Fire Safety (Assessor)
- IOSH Managing Safely
- Experience of conducting fire risk assessments
- Specialist knowledge of fire legislation and relevant codes of practice underpinned by theoretical knowledge and relevant working experience
- A working knowledge of building construction, and historic buildings
- Effective and clear communication skills both written and verbal
- Passionate and proactive, with demonstrable experience of raising the profile of fire safety and engaging people in its importance
- Strong IT skills
- Experience of developing and implementing policies and procedures
- Understanding how to test policies in practice and monitor and report through KPIs
- Skills in formal and informal training delivery in an engaging and effective way for a wide range of staff
- Ability to advise senior colleagues on complex matters, influence and build effective working relationships and proven success in improving organisational culture with regard to fire safety by helping bring it into everyone's everyday practice
- Proven organisational skills
- A robust nature and confidence in dealing with issues autonomously, with credibility, gravitas and diplomacy
- Ability to work calmly and professionally
- Experience of dealing with confidential information with complete discretion

### **Desirable Criteria**

- NEBOSH General Certificate
- NEBOSH Fire Certificate
- A qualification in training and education
- First Aid at Work
- Member of IFE or other relevant membership

- 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, BS9999 etc.)
- Experience in the enforcement of fire legislation
- Competence in fire risk assessment of complex structures
- An understanding of Computer Aided Facilities Management Systems
- Proactively maintains CPD portfolio

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.