

SINGLE CORPORATE SERVICES

ESTATES & FACILITIES

Job title:	Fire Safety Manager	<i>To be completed by HR</i> 51509935
Reporting to:	Head of Estates	
Accountable to:	Head of Estates	
Pay Band:	8a (subject to banding confirmation)	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust. [As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

To ensure compliant standards of fire safety are implemented and maintained within the Trust's estates and facilities portfolio, including PFI and non-PFI assets. The post holder will support statutory and regulatory compliance and contribute to the provision of a safe environment for staff, patients, visitors, and the public.

Job summary

The Fire Safety Manager is the Trust's designated professional lead and competent advisor for fire safety matters. The post holder will provide specialist professional advice and assurance through established governance arrangements, ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005, NHS Firecode, Building Regulations and relevant Trust policies.

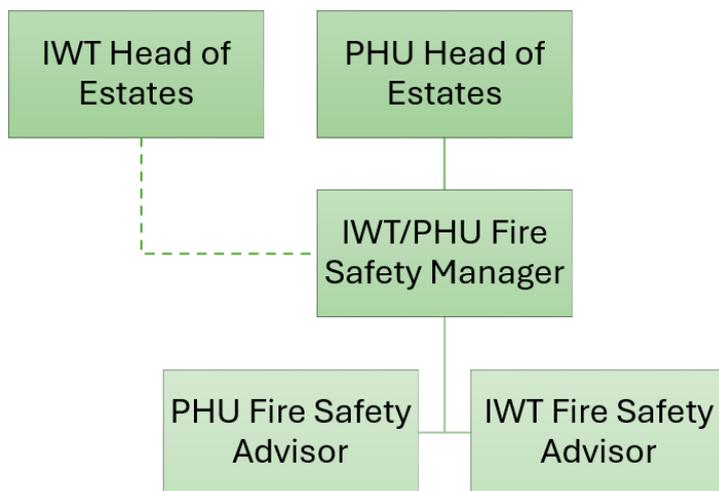
The role is responsible for developing, implementing, and maintaining the Trust's Fire Safety Management System within the Estates and Facilities governance framework. The post holder will identify gaps in compliance, develop mitigation plans, and report progress and assurance to senior management and governance committees.

The post holder will work autonomously within professional and organisational frameworks, exercising expert judgement and making recommendations on fire safety compliance, risk management, and service improvement. Comprehensive technical and assurance reports will be prepared for senior managers, Executive Committees and the Trust Board to inform decision-making.

The role will provide leadership, advice, and support across the organisation on fire safety management, working collaboratively with clinical, operational, estates, and external stakeholders.

The post holder will also contribute to the Trust's objectives for sustainability and delivery of a greener NHS.

Organisational Chart



Specific Core Functions

1. **Fire Safety Leadership and Professional Advice**
Provide authoritative specialist advice on fire prevention, response, and compliance, maintaining expert knowledge of legislation, NHS guidance, and best practice.
2. **Statutory and Regulatory Compliance**
Interpret and apply the Regulatory Reform (Fire Safety) Order 2005, Building Regulations (Approved Document B), NHS Firecode, Trust policies, and related statutory and non-statutory standards, ensuring compliance through governance arrangements.
3. **Fire Safety Policy and Specialist Strategy**
Lead the development, review, and implementation of the Trust Fire Safety Policy and associated specialist fire safety strategies, ensuring alignment with Trust objectives and national guidance.
4. **Fire Safety Management System**
Develop, implement, and maintain the Trust Fire Safety Management System to provide specialist assurance to senior management and governance committees.
5. **Fire Risk Assessment Programme**
Plan, lead, and monitor the fire risk assessment programme, including specialist areas, ensuring actions are prioritised, tracked, completed, and reported.
6. **Fire Safety Records and Documentation**
Maintain corporate fire safety records, departmental fire safety manuals, fire response plans, and supporting documentation.
7. **Fire Training and Competency**
Develop and deliver a comprehensive fire safety and evacuation training programme, including training needs analysis, monitoring uptake, effectiveness, and compliance reporting.

8. **Fire Drills and Emergency Preparedness**
Plan, coordinate, and evaluate fire drills and emergency exercises, including joint exercises with Fire and Rescue Services.
9. **Fire Incident and Unwanted Fire Signal Management**
Record, investigate, analyse, and report fire incidents and unwanted fire signals, identifying trends and implementing preventative measures.
10. **Fire Safety Governance and Reporting**
Prepare audits, performance reports, KPIs, and Board-level assurance reports; coordinate actions and recommend service or policy improvements.
11. **Operational Fire Safety Groups and Committees**
Chair and lead operational fire safety groups, ensuring effective reporting into Trust governance and assurance committees.
12. **Fire & Rescue Service and External Liaison**
Maintain effective liaison with Fire and Rescue Services, Local Authorities, regulators, and other organisations sharing Trust premises.
13. **Capital Projects and Estates Fire Safety Advice**
Provide specialist fire safety advice for capital and minor works projects, including design review, site inspections, commissioning, and handover.
14. **Fire Prevention Systems and Technical Advice**
Provide expert advice on fire detection, alarm, and prevention systems, including performance, maintenance, and compliance.
15. **PFI and Third-Party Fire Safety Assurance**
Provide specialist oversight and assurance on fire safety compliance of PFI providers and contractors, reporting non-compliance through contractual and governance arrangements.
16. **Audit, Inspection, and Assurance Activity**
Plan and lead statutory, internal, and external audits and inspections, ensuring findings are translated into effective action plans.
17. **Risk Management and Escalation**
Identify, assess, and manage fire-related risks, escalating significant risks through agreed governance and Trust risk management processes.
18. **Team Leadership and Workforce Management**
Manage and develop the fire safety team, ensuring competency, performance, and effective delivery of the fire safety service.
19. **Stakeholder Engagement and Fire Safety Culture**
Promote a positive fire safety culture through engagement with clinical, operational, estates, and external partners.
20. **Data, Reporting, and Information Management**
Produce and manage complex fire safety and estates data, drawings, and reports (including CAFM and AutoCAD) to support Trust decision-making.

Key Responsibilities

Communication and Working Relationships

- The post holder will communicate complex and sensitive technical information to a wide range of stakeholders, including clinical staff, operational managers, external agencies, senior leaders, Executive Committees, and the Trust Board, in order to inform decision-making.

Analytical and Judgement

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and Organising

- Planning and organisation of several complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Provides general non-clinical advice, information, guidance or ancillary services directly to patients, clients, relatives or carers.

Policy and Service Development

- The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

- The post holder is responsible for the purchase of some physical assets or supplies.

Management/Leadership

- The post holder is the line manager for the Fire Safety Team and is responsible for recruitment, appraisal, sickness absence management, disciplinary and grievance processes, staff development, and succession planning.

Information Resources

- The post holder has occasional requirement to use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD).

Research and Development

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

- The post holder is required to interpret overall health service policy and strategy, in order to establish goals and standards.

Physical Effort

- There is an occasional requirement to exert moderate physical effort for several short periods during a shift.

Mental Effort

- There is a frequent requirement for prolonged concentration, or there is an occasional requirement for intense concentration.

Emotional Effort

- Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

Working Conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment continuously on most days.

Additional Responsibilities

The post holder will:

- Contribute to the Trust’s sustainability and greener NHS objectives.
- Maintain personal and professional development and relevant professional registrations.
- Comply with all Trust policies, procedures, and values.
- Undertake other reasonable duties consistent with the role.

Person Specification

Criteria	Essential	Desirable	
Qualifications	<ul style="list-style-type: none"> • Recognised qualifications relating to fire safety • Educated to degree level or able to • demonstrate equivalent level of fire safety management competency • Evidence of ongoing knowledge attainment including CPD and training in fire safety 	<ul style="list-style-type: none"> • Training in healthcare fire safety • Membership of professional organisation (Institution of Fire Engineers; Institution of Occupational Safety and Health) 	
Experience	<ul style="list-style-type: none"> • Extensive experience and knowledge in providing technical direction with regard to fire safety management 	<ul style="list-style-type: none"> • Working experience within a large public sector organisation. • Experience of Private Finance Initiative 	

	<ul style="list-style-type: none"> • Experience and knowledge in managing and ensuring building compliance according to fire safety regulations, professional guidance and good practice • Experience of managing professional staff, including staff development, performance management • Experience of undertaking relevant audits/inspection, fire risk assessments and provide solutions • Experience of fire safety project management and provision of advice to project management teams for a wide range of type and size of capital works • Experience of arranging and delivering fire safety training • Experience and knowledge of fire risk assessment techniques and associated control • measures to mitigate risk • Incident investigation and report writing experience • Knowledge of applicable fire safety legislation, guidance and fire safety management processes • Practical knowledge of interpreting Building Regulations • Experience of conveying and communicating complex issues • Experience of liaison with external agencies including Fire and Rescue Services 	<p>contracts and compliance management from a client's perspective.</p> <ul style="list-style-type: none"> • Experience in the preparation and presentation of reports to Senior Managers and Board members 	
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	<ul style="list-style-type: none"> • Experience and knowledge of a range of IT systems • Experience in presenting complex information to senior staff, responding to questions, and participating in decision making. • Ability to assimilate, analyse and present complex problems, identify necessary action, make recommendations and ensure actions are implemented. 		
<p>Knowledge</p>	<ul style="list-style-type: none"> • Knowledge and experience in the application of Firecode. • Knowledge of risk management techniques. • Ability to process highly complex information into meaningful formats appropriate for the intended audience. • Ability to communicate effectively, both orally and in writing. • Ability to make administrative/procedural decisions and judgements. • Ability to produce procedural documentation and protocols. • Understanding of complex fire safety issues and risks which impacts facilities management, construction and building services. 	<ul style="list-style-type: none"> • Overall understanding of current health service sector issues • Understanding of Private Finance Initiative contracts and contract management from a client's perspective 	

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.