

SINGLE CORPORATE SERVICES

ESTATES & FACILITIES

Job title:	Fire Safety Advisor	<i>To be completed by HR</i> <i>Job Reference Number</i>
Reporting to:	Fire Safety Manager	
Accountable to:	Head of Estates	
Pay Band:	6	

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.

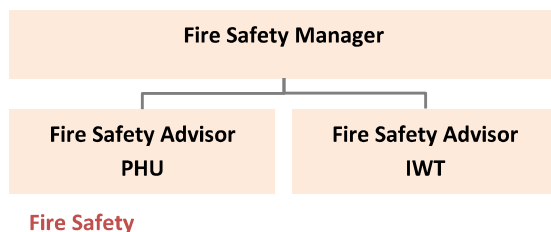
Job purpose

To provide specialist guidance and support to Managers and Staff within Isle of Wight NHS Trust in relation to the risk management of fire safety.

Job summary

- To ensure that good standards of fire safety are implemented and maintained across the large and complex estate of the Trust.
- To ensure legislative compliance and the continuing development and provision of a safe environment for staff, patients and the public.
- To act as a resource and liaise with managers and staff at all levels within the Trust implementing fire safety standards and initiatives.
- Identify fire safety priorities and assist in the overall prioritisation within the Trusts capital programme and resourcing.
- To provide expert advice and guidance to managers and staff at all levels of the organisation and act as a focal point for the management of fire safety issues
- To provide technical expertise to the Fire Safety Manager to enable their duties to be fulfilled effectively.
- The postholder will be based at St. Mary's Hospital but will be expected to travel to the Trust's peripheral sites as required.
- To provide absence cover for the Fire Safety Manager.
- Where available and reasonable (including outside normal hours) attend any of the trusts facilities where a fire incident has been reported. Note this does not require the post holder to be "on call" and available to attend at all times.

Organisational Chart



Specific Core Functions

- Capital and Revenue Budgets – Assist in prioritising the Trusts capital programme and revenue resources:
 - Assist in prioritising the Trusts capital programme and revenue resources. Work closely with other key Directorates on service developments and fire safety improvements via development schemes and minor works alterations. Liaise with colleagues to identify and prioritise life cycle replacement programme in respect of physical fire safety precautions.
- Governance and Risk management – fire safety risk assessment is a core activity along with ad-hoc risk-based advice and support to colleagues, users and contractors:
 - In conjunction with the Fire Safety Manager develop, maintain and promote a Trust-wide fire safety plan and organisational procedures which influence and direct actions within the Clinical Service Centres and Corporate Functions. Monitor the implementation of the plan and systematically audit compliance with legislation and standards across the Trust.
 - As directed utilise and statistically analyse data to identify Trust-wide trends. Undertake specific studies and assessments in relation to significant issues. Produce reports, for the Fire Safety Manager, that summarise and explain annual activity, trends or specific fire safety issues.
 - Carry out an ongoing programme of fire risk assessment and review across the Trust that provides clear action plans.
 - Ensure that all risks identified are communicated to all relevant stakeholders.
 - Ensure fire safety provisions across the trust are available and effective in compliance with statutory duty.
 - Assist the Fire Safety Manager to ensure fire safety is adequately represented within the Trust's Governance Agenda.
 - As directed undertake fire/incident investigations in conjunction with the appropriate enforcing authority. Submit incident reports in accordance with organisational and national reporting requirements.
 - As directed provide data on trends and patterns derived from fire safety incident reports.

- Policy and Procedure – Development, maintenance and implementation of robust and effective procedures. Comment upon and support colleagues in non-fire specific procedure development and maintenance
 - Provide professional, technical guidance and advice in relation to the interpretation and application of fire safety legislation and management to all staff and where appropriate to patients and the public
 - To monitor proposed changes to fire safety related legislation and guidance and ensure coordinated response at all levels.
 - In conjunction with the Fire Safety Manager ensure that the content of the Trust's Fire Safety Policy, protocols & procedures are up to date and that adopted changes or new legislation and guidance are reflected in Trust protocols, procedures and service developments

- Liaison – regular audits of Trust departments, external agencies and participation in Fire Service audits under the Fire Safety (Regulatory Reform) Order. Work closely with Directorates on service developments and fire safety improvements via development schemes:
 - Establish effective communication systems and working relationships that engage managers, staff and their representatives in fire safety. Demonstrate skills in persuasion, motivation, influence and negotiation.
 - Establish effective communication systems and working relationships with the Trusts operational Estates and Facilities services and assist the Fire Safety manager in the monitoring and directing fire safety activities and improvements. .
 - As directed maintain effective working relationships with the enforcing authorities, and manage fire inspections and audit visits and the development of relevant action plans.
 - Participate as required in Trust and site specific safety committees to focus on corporate and local issues/initiatives.
 - Monitor the performance of the Trust's operational Estates and Facilities services to ensure adequate provision and maintenance of fire safety equipment, facilities and installations.

- Delivery of Fire Safety Strategy – support and assist with delivering the Trusts Fire Safety Strategy:
 - Assist with the development of the Trust's Fire Safety Strategy
 - In conjunction with the Fire Safety Manager, develop and implement a fire safety audit programme that supplements and gains assurance from local audit plans.
 - Develop and deliver core and specialist fire safety training programmes as required.
 - Develop and monitor Trust training programmes to ensure fire safety is adequately represented.
 - Provide a regulatory overview of existing working practices and act as a fire safety contact point for expert advice.

- To show continuing development and improvement against defined objectives and indicators.
- As directed facilitate regulatory visits to all Trust occupied premises and ensure remedial actions required are implemented in a timely manner.
- Liaise with the Authorising Engineer (Fire) where appropriate.
- The postholder to take positive action to gain an understanding of sustainability and climate change and how the Trust is responding and lead on demonstrating a commitment to reducing the carbon and energy footprint for soft FM services.
- To undertake any other reasonable duties as requested, this may include responsibilities not normally covered on a day-to-day basis.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;
 - (a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
 - (b) providing and receiving complex or sensitive information,
 - (c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

Analytical and Judgement

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

Planning and organising

- Planning and organisation of a number of 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 the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.

Financial Management

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

Management/Leadership

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

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

- Responsible for co-ordinating and implementing R&D programmes or activity as a requirement of the job.

Freedom to Act

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

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 concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged concentration.

Emotional Effort

- Occasional exposure to traumatic circumstances, or frequent 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 more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	<i>How criteria will be assessed</i>
Qualifications	- Science or engineering-based education; or extensive experience of fire safety. - Certificate in Training Practice or extensive experience of preparing and delivering training.	- Science, engineering or fire engineering/fire safety degree - Corporate membership of professional organisation (Institute of fire engineers; Institute of occupational safety and health) - Professional qualification in a fire related subject for example: - Confederation of Fire Protection Associations Europe (CFPA) - Diploma; Institution of Occupational Safety and Health (IOSH). - Training in Healthcare Fire Safety. - Registered as a fire risk assessor with a recognised accreditation body. - Membership of a professional organisation (for example the Institute of Fire Engineers (IFE) Institute of Fire Prevention Officers (IFPO))	
Experience	5 years experience of fire safety - Experience of preparing and	Knowledge and experience in the application of Firecode.	

	delivering training courses. • Experience of working across organisational boundaries to improve standards. • Experience of working with external agencies and influencing internal change. • Experience and knowledge of undertaking Fire Risk Assessment. • Knowledge of:- • Fire safety • Fire risk management • Fire legislation and codes of practice • Fire safety training • Ability to undertake fire safety audits.	• Understanding of Fire modelling techniques. • Knowledge of Risk management techniques. • Practical knowledge and interpretation of the Regulatory Reform (Fire Safety) Order 2005. • Practical knowledge and interpretation of the Building Regulations 2010.	
Knowledge	• Ability to communicate effectively, both orally and in writing. • Highly developed and effective negotiating and influencing skills and ability to develop and maintain constructive relationships with professional and managerial disciplines. • Ability to devise and deliver training programmes. • Understanding the principles of risk assessment • Good organisational skills with practical and methodical project planning and able to manage a number of		

	concurrent schemes. • Able to satisfy the physical demands of the job. • Occasional Working at heights and in Confined Spaces e.g. Scaffold or roof voids • Occasional moderate physical effort required as duties dictate. e.g. evacuation of patients, etc • Occasional moving of heavy equipment, e.g. extinguishers, training equipment. • Ability to operate/think laterally at a strategic level. • Demonstrable commitment to customer service. • Maintaining good working relationships at all levels in a large organisation. • Industrious and versatile, able to work on a diverse range of projects at one time. • Able to prioritise work within imposed deadlines. • Ability to work on own initiative as well as part of a team, self-motivated. • Responsive and flexible to meet the needs of the service. • Demonstrate knowledge of the theory and application of governance processes • Import, cleanse,		
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	transform and validate data. • Has the ability to act and ensure delivery • Positive enthusiastic attitude		
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular 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.