

Job Description:

Function:	HSEQ
Position:	Fire Health & Safety Officer
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Regional HSEQ Manager
Additional reporting line to:	
Position location:	TBC

1. Purpose of the Job – State concisely the aim of the job.

This role requires an experienced individual, with qualifications and previous experience in Healthcare fire safety.

- To assist Sodexo fulfil their statutory and regulatory duties as set in the Regulatory Reform (Fire Safety) Order 2005 and Health Technical Memorandum (HTM) 05 suite of documents
- To provide specialist/technical advice and support to Head of Health and Safety and site management team in the management of fire safety across Homerton Trust.
- To develop and undertake fire safety training for all Sodexo staff.
- To undertake secondary fire risk assessments of Sodexo demised areas and produce associated action plans

2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Participate as a member of the fire safety team, in delivery, monitoring and evaluating all aspects of fire safety
- Advise and assist management in the interpretation and application of Fire code, fire safety legislation and other guidance relevant to healthcare premises
- When requested, advise management regarding their responsibilities in respect of key fire safety duties detailed in the Sodexo Fire Policy/Fire Safety Standards
- The investigation, when needed, of fire-related incidents and fires
- Prepare and implement an efficient training programme for all grades of staff on fire safety, including evacuation in the event of fire
- Undertake and complete fire risk assessments, including, where appropriate, providing advice, facilitation, and training for staff
- Liaise with the Local Fire Authority as and when necessary

2. Main assignments Con't – Indicate the main activities / duties to be conducted in the job.

The role holder to deliver:

- annual fire drills
- fire safety audit assurance inspections
- the investigations of any unwanted fire alarm signals or fires
- fire safety reports
- fire safety communications with all stakeholders
- Prepare and implement an efficient training programme for all grades of staff on fire safety, including evacuation in the event of fire

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To provide and facilitate specialist fire safety advice, training and support to managers/staff on all aspects of fire safety
- To lead on assigned areas of fire safety as directed, developing and implementing action plans where necessary to assist Sodexo in meeting its fire safety requirements
- Report writing
- Managing and prioritising a mix of responsive, proactive requirement sets
- Ensure appropriate audit processes are in place surrounding Fire Safety
- To work within the provisions of Sodexo Policies and Procedures

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- All Sodexo demised areas have fire risk assessment compliant with HTMs and RRO
- All Sodexo Staff trained in emergency evacuation procedures
- Active fire safety representative member for Sodexo attending internal and stakeholder meetings

5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Xxxx
- Xxxx

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Level 3 Fire Risk Assessor
- PAS 79
- FPA/FRA fundamental principles.
- Educated to degree level or equivalent professional qualifications/experience relating to fire safety
- Specialist knowledge of Fire Safety Legislation, HTMs underpinned by both theoretical knowledge and relevant working experience
- Hold a recognized relevant technical qualification, such as CFPA Europe Advanced Diploma in Fire Prevention, NEBOSH Fire Safety Certificate – equivalent work experience
- Experience of the practical application of fire safety in a range of environments
- Knowledge of procedures in relation to providing a safe working environment
- Working with minimal supervision and using own initiative
- Excellent time management and the ability to be proactive
- Interpersonal skills, including ability to interact at a sensitive level
- Problem solving and decision making. Team player
- Self-motivated and conscientious
- Experience of dealing with people, to maintain a high level of customer care
- Highly developed and effective negotiating and influencing skills and ability to develop and maintain constructive relationships
- Highly developed and effective verbal and written communication skills
- Ability to assimilate and analyse complex problems, then identify and present necessary actions and make recommendations to ensure actions are implemented.
- Computer literacy and ability to use Microsoft office applications
- Ability to concentrate for long periods of time, prioritise and manage a varied and unpredictable work pattern

7. Miscellaneous

Disclosure and Barring Service Check

- This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions

8. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



Levels

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Received:

Date:

Date:

Job holder

Immediate Manager