

# Job Description: Health & Care -Technical Fire Safety Engineer



Function:	Hard FM (Technical) Healthcare
Position:	Technical Fire Safety Engineer
Job holder:	Yes
Date (in job since):	New role
Immediate manager (N+1 Job title and name):	Technical Services Director
Additional reporting line to:	N/A
Position location:	Regional hybrid role – Across England

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

Sodexo provides services which incorporates the inspection, maintenance, testing and verification of all fire safety systems. This role involves working closely with site operational teams as the internal segment reviewer of technical fire safety compliance and supporting technical fire safety reviews of Lifecycle & Capital Projects for practical completion handover into our service operations.

The role's primary focus is to continually review that sites are delivering & evidencing fire safety services to UK statutory legislation & contracted obligations and have robust structured documented evidence of the completion of work. Additionally assure the business policies & procedures on Safe Systems of Work and Contractor Management are applied.

The Fire Safety Engineer will play a crucial role in assuring business leadership that all sites are delivering services to the statutory legal and contractual standards required.

## 2. 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.

Revenue FY16:	EBIT growth:	Growth type: n/a	Outsourcing rate:	n/a	
	EBIT margin:		Outsourcing growth rate:	n/a	
	Net income growth:				
	Cash conversion:				

Characteristics

- Segment based role leading & supporting operational & commercial excellence over a £400m Health & Care segment.

## 3. 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.



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

- In line with Regulatory Reform Order, NHS Health Technical Memorandum and Active Data Base, relevant British Standards and recognized good industry practice - Develop performance-based technical fire safety reviews that assure all sites are completing all fire safety work on time, with evidence. .
- Produce clear, compliant technical fire safety reports for the Technical Services Director
- Supporting sites in provision of reporting fire safety data.
- Lead the mobilization and reviews of the Fire Safety Buildings Compliance Software platform
- Engage directly with Sodexo Heads of Estates, Fire Risk Assessors and Fire Responsible Persons
- Manage and support the site teams with technical Fire Risk Assessments and control measures
- Act as the Health & Care segment technical fire safety subject matter expert, offering advice and problem-solving solutions to the site teams.
- Working closely with the H&C Head of Governance & Assurance - Lead the site teams with delivery of Technical Fire Safety Business Improvement Plans
- Co-operate with the Sodexo Regional Head of Fire Safety.
- Support the review and transfer of technical fire safety records from projects into operational systems

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

- Develop and maintain Segment and Local Operating Procedures, consistent with the Sodexo Regional Fire Safety Standards.
- Produce, mobilize and deliver a plan for regular site visits that provides the Sodexo leadership with reports and assurance on all technical fire safety requirements.
- Assure all sites adopt the standard structure of evidencing compliance in the Sodexo CAFM system
- Assure all sites do work appropriately & competently on time with evidence and remove any unnecessary work.

**6. 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.

- In collaboration with site leads, delivering a robust process of assuring compliance.
- Lead the Health & Care Fire Safety professional family working group.
- Continually improving the site team's behaviour on "the need to comply with evidence".
- Training & developing the site teams on Statutory & Technical compliance.
- Deploying the regional and segment Technical Services Framework objectives to standardize all sites into one way of working
- Reporting technical assurance to the Technical Services Director

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Degree or equivalent a recognised UK Fire Safety Accredited field
- +3 years' experience in a UK fire safety responsible role
- Proven ability to deliver quality reports and client-facing technical advice
- Strong knowledge of UK fire safety regulations and codes
- Proactive and collaborative, with a clear, solution-focused mindset
- SMART (Specific, Measurable, Achievable, Realistic, Timebound) planning and organizational skills.
- Meticulous attention to detail, quality driven approach.
- Strong Influencing skills combined with effective leadership & communication skills.
- Fluent with CAFM based platforms & systems.

Desirable

- HTM 05 Fire Responsible Person & Fire Risk Assessments formal appointments.
- Previous Fire & Rescue Service role or experience
- NEBOSH Fire Safety certified
- Membership of a recognized industry professional body
- Progressing towards (or actively interested in), MIFireE or IEng / CEng status

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Employee Engagement
- Brand Notoriety
- Rigorous management of results
- Growth, Client & Customer Satisfaction / Quality of Services provided
- Change and Innovation
- Team ethical behaviour, working closely with peers and leadership in an open and transparent way.
- People management.

**9. Management Approval** – To be completed by document owner

Version	2.0	Date	3 <sup>rd</sup> December 2025
Document Owner	Derren McCreadie		

**10. Employee Approval** – To be completed by employee

Employee Name	Date
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