

Fire Safety Officer – Grade 11

Job purpose

In light of the implications of Grenfell, work within relevant legislation, government guidance, and council policy to ensure all premises and staff are compliant with the current fire safety guidelines/requirements.

Manage a portfolio of approximately 650 multi purpose use premises to ensure that all premises owned or occupied by the Authority comply with current fire safety legislation and these premises are inspected and assessed as is required by current standards/legislation including premises which may fall outside the councils control

This role is based within Economy & Infrastructure. Find out more about [working for Kirklees](#).

Key areas of responsibility

- Interpret newly updated legislation, policies and procedures to provide fire safety advice and a fire prevention service to a range of clients, including technical expertise on fire alarm design, service and maintenance, accompanying documentation, emergency lighting service and testing, in doing so raising the level of fire risk awareness and risk reduction.
- Carry out the service and maintenance of fire alarms and automatic fire detection systems to BS5839 pt. 1 2017, including ancillary equipment, to the relevant British Standard, ensuring compliance with third party accreditation requirements. (BAFE SP 203)
- Inspection and testing of all fire safety ancillary equipment including sprinklers/dampers/smoke vents etc.
- Inspect Kirklees premises on a programmed priority basis to ensure that relevant fire safety legislation is maintained and advise appropriately. Carry outs audits to confirm regulatory compliance.
- Advise designers/contractors on the design, implementation and maintenance of fire alarm and detection systems. Work with designers and contractors in the planning of projects for example a new school annex.
- Prepare estimates for works up to a value of £2000, carried out by contractors. Monitor commissioned fire safety works for time scales, compliance, quality and completion.
- Maintain comprehensive up to date files and records of premises/systems, including details of all systems and certification in connection with inspection and compliance.
- Deliver fire safety training to service users and external clients as required including Corporate Fire Safety Training Courses,
- Where appropriate carry out basic fire risk assessments and surveys to assist service demands.
- Ensuring client responsibilities are satisfied regarding the Regulatory Reform (fire safety) Order 2005

The post holder daily has to make on the spot decision about the most suitable way forward to reduce risk. Examples are:

- When to miss non-urgent appointments/less urgent issues to respond rapidly to service users with issue requiring urgent attention.
- Evaluate action required to remedy a fault and system failure, for example can I repair it myself, do I need to get a contractor, could I refer it to Building Services.
- In an emergency, for example if they are called to a fault on the system at the computer Centre, decide if the emergency planning team need to be informed to activate the emergency plan.
- Determine whether fire safety systems are sufficiently safe to allow the premises to remain open. Inform line manager if advice to close the building is given and ignored.
- Decide which is best equipment available which is affordable, to meet the required specification. For example, replace smoke/heat detectors in a kitchen with high temp heat detection sensor to reduce false activations.
- Advice on the most appropriate contractor to use for designs, installations and repairs being mindful of budget restraints, so that as a council we have appropriate level of control.
- Co-ordinate and liaise with other services within the authority following fire incidents i.e. Building Services, to board-up, a lock smith to secure the building, an electrician to check the electrics if there has been water damage, engineers/surveyors following fire damage etc.
- Provide 24hr call out as required/rota
- Use of council vehicle

Financial

- Awareness of the cost implications regarding fire safety, working to ensure the most effective use of the resources available, for example in the procurement of contractors, tools and equipment, commissioning of emergency repairs/alterations.
- Under normal circumstances, when ordering work from a contractor, or equipment, anything over approximately £5k should be referred to line manager, but whilst on call and in emergency situations, they may exceed this limit to ensure the situation is made safe. Normally orders would be in the region of between £500 and £1k, once a week.

Physical

- All fire alarm equipment, emergency lighting etc., in situ within council premises
- Stock of fire alarm equipment, emergency lighting, heat and smoke detectors
- Use of an increasingly wide range of electronic fire monitoring, programming and prevention equipment, electric and manual handheld tools and access equipment.
- Premises files including certificates, plans and drawings (Circa 1300) which be used as evidence in legal proceedings, and as part of the audit compliance process.
- Pool cars/vans

Work demands: Failure to perform the role correctly could lead to loss of life and injury, extensive damage to property, school closures, residential home closures, financial loss, reputational damage, disrupted business continuity, fines and imprisonment.

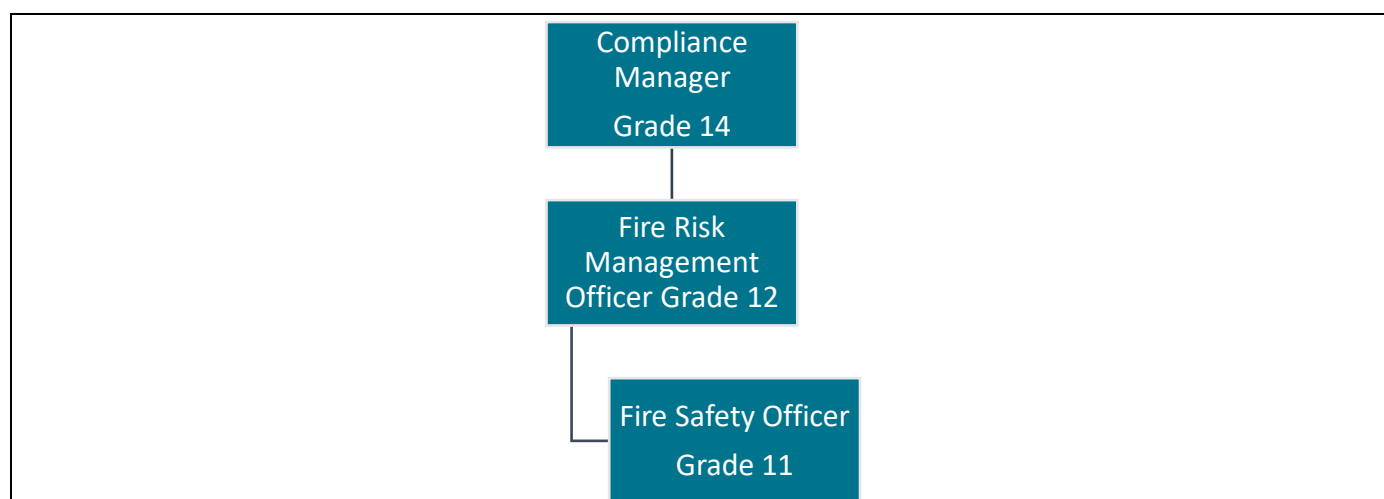
Other work pressures include the requirement for an instant response in certain situations, the strict testing regime and the financial pressures in terms of finding economically viable solutions without impacting on safety.

Physical demands/skills: Bending, stretching, kneeling, climbing, crawling, lifting, pushing and pulling. Dexterity and precision to be able to use small hand tools, take precise measurements, and make accurate and speedy entries and amendments to electronic records and plans.

Working conditions: Daily working in confined spaces, and working at heights, often in extreme temperature, and dirty environments – cellars, fumes - boiler houses, voids and roof spaces. Lone working and unsociable out of hours work when on emergency call out, in all weather's conditions. The dangers associated with construction sites and the use of protective equipment which can be uncomfortable at times. The pressure of monthly and annual auditing of competency.

Work context: The impact of Grenfell has increased the moral, legal, economic and political implication to the Authority of Fire Safety. This increases the mental pressure placed on the Fire Safety Officer. Anxious managers/school heads can put unreasonable demands on post holders to, certify equipment etc. Work in refuges, derelict buildings, residential homes, KNH properties can bring post holder into contact with vulnerable members of the community and can expose them to physical and verbal aggression.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Detailed knowledge of BS5839 pt.-1- 2017 inspection/testing clauses 45.3 & 45.4	Essential
Detailed knowledge of relevant legislation and regulations (building regs, bs9999, bb100, reform order BS5839 etc)	Essential
Detailed knowledge of policies and procedures updated in light of Grenfell	Essential
Knowledge of the third party accreditation for fire safety and maintenance	Essential
Detailed knowledge of Regulatory Reform (fire safety) Order 2005	Essential
Detailed knowledge of electrical installation safety.	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Detailed knowledge of fire alarm systems/design/installations.	Essential
Detailed knowledge of relevant fire safety legislation/standards, demonstrating ability to apply as part of their role.	Essential
Knowledge of the 18th edition of the IEE wiring regulations.	Essential
Knowledge of passive and active fire prevention systems.	Essential
Knowledge and experience of servicing and maintenance of fire alarm systems to	Essential
BS 5839 pt. 12017 clauses 45.3 & 45.4	Essential
Experience in reading complex building plans and diagrams	Essential
Experience of presenting fire safety information to various clients including delivery of fire safety training packages.	Essential
Practical knowledge of firefighting equipment including; sprinklers, gas suppression, extinguisher etc.	Essential
Experience of supervising external contractors and suppliers	Essential
Experience of delivering training sessions in relation to Fire Safety	Essential
Ability to read and understand complex drawings for fire alarm design/installations and other fire equipment installs	Essential
Ability to extract and interpret data from electronic/computerised safety prevention and monitoring equipment and take the appropriate action.	Essential
Ability to make quick and accurate assessments, process all the relevant legislation, policies and procedures, whilst on site, so as not to leave the property in an unsafe or non-compliant condition.	Essential
A methodical and clear thought process in order to identify failures and faults on complex fire safety systems etc.	Essential
Effective verbal communication skills to liaise with clients, contractors, suppliers, council officers and members of the public and deliver training sessions.	Essential
Ability to convey instructions to senior managers and school heads which may have a serious impact on their ability to maintain business continuity.	Essential
IT skills to support accurate recording of reports and technical material.	Essential
A methodical approach with a high level of attention to detail.	Essential
Effective numeracy skills to provide reports and compile costs/estimates	Essential
Ability to plan a program of works/inspections	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
A Technical qualification in the fire detection, fire alarm profession or ability to produce work to an acknowledged standard i.e. FIA Fire Detection and Alarm Installation modules completed or equivalent	Essential
NEBOSH Fire Safety and Risk Management cert (or equivalent)	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Economy & Skills	Grading ID	66670
Job ID		Last Updated	September 2020
Job Focus		Career Progression	No

Contractual Variants

DBS Category	Enhanced DBS	DBS Type	Enhanced DBS
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	Yes	Other	No
Checked by HR			