



Job Description and Personal Specification

Job Title - Fire Safety Advisor



For the Attention of All Applicants

December 2020

Job Description Notice of Change

NHS Scotland Assure is a new service within NHS National Services Scotland that brings together the experience and knowledge of Health Facilities Scotland (HFS) and the Antimicrobial Resistance and Healthcare Associated Infection (ARHAI).

As a result the job description(s) associated with the current vacancy still reflects the HFS and ARHAI structure. Candidates are advised that all job description(s) shall be updated over the coming months to reflect NHS Assure branding and organisational structure as part of the establishment of the new service.

NHS NATIONAL SERVICES SCOTLAND

JOB DESCRIPTION

1. JOB DETAILS

Job Title	Fire Safety Advisor
Immediate Senior Officer/ Line Manager	National Fire Safety Advisor
Department	Health Facilities Scotland
SBU	Procurement, Commissioning & Facilities
Location	Meridian Court, Glasgow / Gyle Sq, Edinburgh
CAJE Reference	NPPRCFS694

2. JOB PURPOSE

The post-holder will engage with internal and external stakeholders and provide technical guidance for new build and major refurbishments of healthcare premises, review and revise fire safety guidance documents (Firecode) and provide training for NHSScotland fire safety advisors.

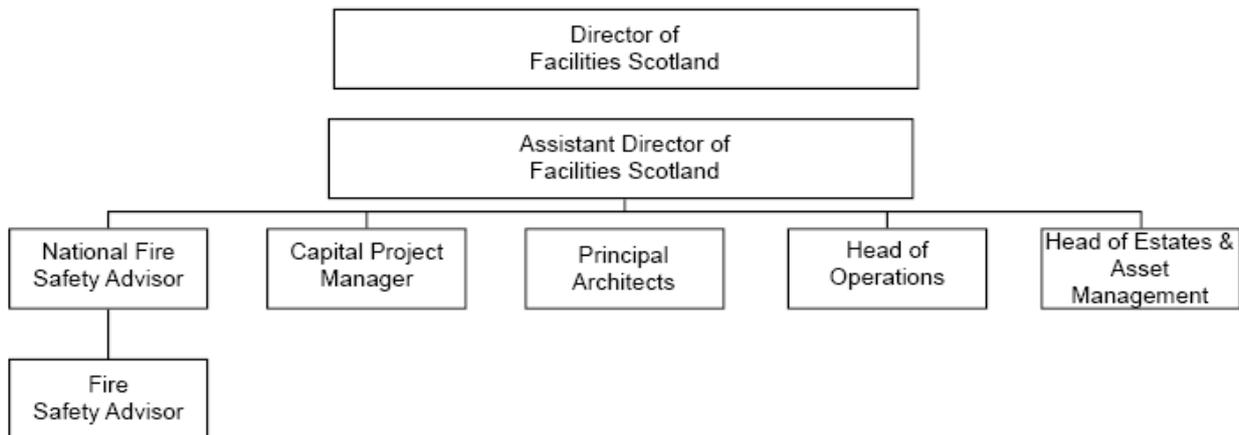
3. DIMENSIONS

This role involves cross-sectoral partnership working with NHSS Boards, Scottish Government Building Standards Division and the Scottish Fire and Rescue Service.

This post is part of the Health Facilities Scotland, Property and Capital Planning (PCP) team that provides support to NHSScotland Estate managers. The main area of focus for the team is the delivery of new projects and programmes relating to the 'built environment' together with its ongoing management.

The role does not entail budgetary management.

4. ORGANISATIONAL CHART



5. ROLE OF THE DEPARTMENT

Health Facilities Scotland(HFS) is a division of National Services Scotland and provides operational guidance to NHSScotland bodies on a range of healthcare facilities topics.

The Property and Capital Planning(PCP) section of HFS produces technical standards and procedures for estates and facilities management, related estate procurement and project management standards taking into account new technologies and innovations, to assist NHSScotland Boards to meet their operational estates management targets effectively

PCP also provides a range of training courses, seminars and workshops in support of these objectives and develops and sustains a broad based consultative network of core NHSScotland stakeholders, including external agencies and specialists. Fire Safety is a specialist role within the range of technical and managerial services provided.

6. KEY RESULT AREAS

1. The post-holder will undertake training for fire safety advisors and Board managers to ensure a consistent national application of fire safety standards across NHSScotland.
2. In order to sustain appropriate and relevant competency, the post holder will attend professional development events, provide expert advice to internal and external stakeholders, including occasional conferences. They will contribute to healthcare fire safety developments through the provision of journal articles, papers, policy contributions etc.
3. The work will include a review of the national training programme to ensure it is current and appropriate for use within NHSS. The modules cover a range of fire safety subject matter that assists NHSS Boards to achieve a core objective of ensuring fire safety within their premises and meeting their statutory obligations.
4. The post holder will carry out fire safety audits on behalf of NHS Assure to ensure critical safety criteria are correctly applied to new and existing healthcare facilities,
5. They will be expected to make professional judgement and decisions with regard to fire safety standards that will be included within NHS Scotland guidance subject to comprehensive consultation. A major post objective is to ensure that fire safety standards within NHS Scotland reflect good practice as well the operational needs of NHSScotland, thereby meeting the statutory compliance obligations of NHSS Boards to ensure the safety of patients, staff and visitors in healthcare premises. Guidance document development and reviews will be carried out in accordance with established protocols.
6. Decision making is made on a consultative basis with key professionals within NHSScotland as well as external partners in Scottish Government Building Standards Division, Fire Service Inspectorate and the Scottish Fire and Rescue Service. The NHSS Fire Safety Advisory Group provides stakeholder input and is facilitated and hosted by the HFS fire safety team.
7. Following consultations, new and reviewed publication drafts are subject to approval of the Scottish Property Advisory Group (SPAG). The post holder will undertake research and authoring and assist in the publication process.

8. The post holder will balance the strategic healthcare interests of NHS Scotland with statutory requirements to achieve an appropriate high standard of fire safety in NHSS premises, taking cognisance of developments in fire safety technology and examples of good practice.
9. Review of 'Firecode' guidance in accordance with an agreed programme.
10. Development of new guidance documents, audit templates and training modules in response to technological or management developments.
11. Development and delivery of training programmes for NHS Scotland stakeholders to introduce new systems of work or revisions to guidance
12. As part of the 'NHS Scotland Design Assessment Process'; advise NHSS Boards advisors regarding fire safety measures that should be included in proposed new buildings or major refurbishments of existing premises.
13. Develop and sustain established internal and external stakeholder engagement and communication to support national fire safety information and guidance developments for the benefit and support of NHSS Boards.
14. Undertake investigations on request where fires or other fire safety failures have occurred; to establish cause, impacts and implications for other Boards and proposal of amended practises based on investigation outcomes.
15. Undertake fire safety inspections, risk assessments and audits on request or as necessary.
16. Deputise for the National Fire Safety Advisor where required
17. Attend meetings, conferences, seminars or workshops throughout Scotland and the U.K. as necessary representing and promoting the interests of NHS Scotland.
18. The post does not have budgetary control.

7. ASSIGNMENT AND REVIEW OF WORK

The post holder will be expected to exercise professional judgement and decision making by undertaking thorough research, consult with relevant professionals, agencies and other bodies with regard to fire safety matters and the potential impact on the safety of patients, staff and other persons who resort to NHSS premises.

The post holder will interpret submissions for planned new build or refurbished healthcare premises, ensure adherence to the principles set out in the Fire Safety Policy for NHS Scotland, NHS Scottish Health Technical Memorandum, Building Standards Regulations, British Standards, the Fire Scotland Act and other relevant sources thereby providing guidance to design teams regarding proposed fire safety strategies. This requires considerable professional expertise, judgement and interpretative abilities to ensure all fire safety aspects are taken into account whilst dovetailing with the requirements of other technical specialists and the clinical needs of a facility.

A proportion of work is generated by NHSScotland Boards via requests for guidance or assistance regarding interpretation of fire safety standards and how they should be applied to their built estate.

The post holder will self-manage this aspect and be expected to independently resolve issues through consultation and influence revised guidance and procedures based on acquired information.

Another source of work activity is the NHSScotland Design Assessment Process where the post holder will provide professional advice on the applicable fire safety standards for new builds and major refurbishments of healthcare facilities.

The core work objectives will be agreed with the line manager, however a significant proportion of the work activity will be self-managed regarding the workflow and initiatives to be undertaken.

8. COMMUNICATIONS AND WORKING RELATIONSHIPS

Fire safety is a complex subject that requires a specialised knowledge of building structure, fire behaviour, fire engineering, human behaviour, technical standards and management systems and the post holder will be able to interpret and convey information to a range of building professionals such as architects and engineers, statutory enforcing bodies, NHS Board management and fire safety advisors.

Therefore, the post-holder will liaise with an established network of peer professionals, using a range of media, including e- mail, letter, telephone, formal meetings and informal face-to-face meetings.

The information may be confidential where it relates to outline proposals for new healthcare facilities or politically sensitive such as a restructuring of health service provision. It is important that the post holder.

It is essential that the post holder has the knowledge and experience to display tact and diplomacy when negotiating with internal and external professionals particularly where there is a perceived conflict between fire safety measures and another specialism. In these circumstance the post holder will be expected convey the essential statutory compliance message and negotiate to achieve the best outcome where standards are subject to interpretation.

Internal communications centre around members of NHSScotland Health Boards, senior or operational managers and Boards fire safety advisors together with extensive liaison with HFS colleagues as part of NHSScotland Design Assessment Process.

External communications take place with national agencies representing regulatory authorities e.g. Scottish Government Building Standards Division, H.M. Inspectorate of fire services, the Scottish Fire and Rescue Service and NHS organisations throughout the U.K. Communication also takes place with commercial fire safety consultants, design teams, architects, engineers, other building professionals, Universities and other research establishments that specialise in fire engineering. Good relationship and partnership working with external agencies is essential to achieve and maintain standards and the fire safety advisor role is a key player in representing the interests of NHSScotland Boards, acting on their behalf as a point of contact regarding strategic and operational fire safety matters.

Providing assistance to Health Boards may incur some challenges e.g. disagreement regarding the interpretation of standards, negative media exposure or implementing procedural changes. The post holder will be expected to resolve such challenges by negotiation without a diminution of statutory or mandatory considerations.

9. MOST CHALLENGING PART OF THE JOB

The post holder is required to interact with and influence colleagues, industry and regulators at Board and national levels. This entails the deployment of a comprehensive range of interpersonal skills.

Undertake fire investigations if requested by a stakeholder Board, to assist their internal fire team, or where the incident may have significant national implications. Therefore, there may be exposure to a mildly hazardous or unpleasant post fire environment. It is not anticipated that the frequency of such exposure would exceed one per annum on average.

10. SYSTEMS

A high degree of computer literacy is essential. The post holder will maintain an internal recording system that details work activity including correspondence, consultations and timelines for proposed activity. This will be undertaken using internal IT systems.

Access will be provided to specialist websites to enable comprehensive research of technical standards. Other available resources include the NHS Scotland e-library, SHOW Scotland and the NHS Scotland information portal.

HFS manages a bespoke estates and management system that has a dedicated fire safety portal and the post holder will contribute to the development and maintenance of this system.

11. WORKING ENVIRONMENT AND EFFORT

Physical Effort

No significant physical effort is required other than normal office activities. Occasional carrying of a projector and laptop is required, driving distances to NHSS Boards throughout Scotland and air and train travel to wider British destinations are undertaken on a regular basis. The post is normally sedentary, other than the requirement to stand for periods during presentations.

Mental Effort

The position requires considerable mental effort on a sustained, consistent and ongoing basis throughout the working day. Concentration is required for composition of guidance and undertaking research on complex technical issues. The role is subject to regular interruption to deal with enquiries, making it more difficult to maintain continuity of the mental effort required.

Similarly, sustained concentration is often required during complex consultations with peer colleagues or external enforcing agency stakeholders.

In view of the technical nature of the information required to produce effective guidance there is a requirement that the post holder must have a high degree of competency, the ability to work for prolonged periods reading, assimilating and interpreting relevant information, building plans and documents are required to inform subsequent judgements and decision making.

Emotional Effort

The postholder will occasionally undertake fire investigations if requested by a stakeholder Board, to assist their internal fire team, or where the incident may have significant national implications. Therefore, there may be exposure to a mildly hazardous or unpleasant post fire environment. It is not anticipated that the frequency of such exposure would exceed one per annum on average.

12. ENVIRONMENTAL / WORKING CONDITIONS & MACHINERY AND EQUIPMENT

On occasion, when undertaking post fire investigations, there may be exposure to unpleasant environmental conditions such as dust, dirt and fire damaged areas. Personal protective equipment will be used on such occasions.

Day to day work will be office and home based using a personal computer or laptop as well as writing reports. A DSE assessment will be required for both environments.

13. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

Qualifications and Experience

- The post holder will have a degree (in fire safety science or fire engineering or fire safety management) or equivalent evidence based professional managerial experience in fire safety.
- Experience in the application and management of fire safety at a senior level
- Specialist knowledge in the conduct of fire safety training acquired through demonstrable experience.

The post holder will be competent to provide authoritative guidance on all matters relating to fire safety in NHSScotland. They will understand the strategic importance of the Fire Safety Policy for NHSScotland and the associated technical and statutory compliance application and interaction with the healthcare objectives of NHSScotland.

They will have comprehensive experience as a fire safety practitioner and manager, being able to advise and provide technical interpretation of the following;

- NHSScotland 'Firecode' and related guidance;
- Fire safety legislation and supporting compliance regulations;
- The Building Scotland Act, Regulations and supporting guidance
- British Standards and other codes of practice relating to fire safety
- Fire engineering principles and their application to the built environment

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each postholder to whom the job description applies.

Postholder Signature:	<input type="text"/>	Date:	<input type="text"/>
Postholder Print:	<input type="text"/>		
Manager Signature:	<input type="text"/>	Date:	<input type="text"/>
Manager Print:	<input type="text"/>		
Manager Title:	<input type="text"/>		

NHS NATIONAL SERVICES SCOTLAND

PERSONAL SPECIFICATION

Job Title: Fire Safety Advisor
Grade: AfC Band 7

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND EXPERIENCE	<p>A degree in fire safety science, or a degree in fire engineering, or a degree in fire safety management or equivalent professional fire safety qualification or experience</p> <p>Extensive experience in the application and management of fire safety at a senior level</p> <p>Experience of healthcare specific fire safety.</p>	<p>Corporate membership of a professional organisation e.g. the Institution of Fire Engineers/ The Institution of Occupational Safety and Health (MIOSH)</p> <p>Fire risk assessor competency accreditation with a recognised accrediting body.</p> <p>Experience in the conduct of fire safety training</p>
SPECIFIC KNOWLEDGE	<p>Thorough knowledge of the principles of fire safety management, fire risk assessment, legislation and related codes of practice.</p> <p>A comprehensive understanding of fire safety training requirements including course development and delivery.</p> <p>Application of fire engineering principles to the built environment</p> <p>Comprehensive knowledge of the Building Standards Non Domestic technical handbook and its relationship and application to healthcare premises.</p> <p>Comprehensive knowledge of the principles and application of NHSScotland 'Firecode'.</p>	<p>Membership of multi-agency task groups or committees relating to implementation and revision of national fire safety standards</p>

<p style="text-align: center;">SKILLS</p>	<p>Effective interpersonal and communication skills.</p> <p>Ability to devise national training courses for use throughout NHS Scotland</p> <p>I.T. and office administration skills, including the ability to write comprehensive reports on complex technical subject matter.</p>	<p>Ability to identify priorities and establish strategic objectives for fire safety in NHSScotland.</p> <p>Ability to work to defined timescales and budgets.</p>
<p style="text-align: center;">PERSONAL QUALITIES</p>	<p>Initiative and willingness to take responsibility.</p> <p>Self-motivated.</p> <p>Ability to work in a changing environment.</p> <p>Ability to work as part of a team.</p> <p>Evidence of appropriate continuous professional development</p>	