

# JOB DESCRIPTION



<b>Job Title:</b> Fire Safety Advisor (0.4 FTE)
<b>Department:</b> Health and Safety
<b>Faculty/Professional Service:</b> Central Service
<b>Location:</b> Keppel Street, London
<b>Reports to:</b> Head of Occupational Health and Safety
<b>Full Time/Part Time/Casual:</b> Part-time
<b>Hours (if less than full time):</b> 0.4 FTE
<b>Grade:</b> Grade 6
<b>Overall Purpose of the job:</b> The Fire Safety Advisor's (FSA) role is to provide competent advice on all matters relating to fire safety, both in the London LSHTM estate but also at the MRC Units. They will support the Head of Occupational Health and Safety in advising the Director the fulfilment of their duties as the Responsible Person (as defined by RRO (Fire Safety)).  The FSA will conduct Fire risk Assessments (in London) whilst advising on the completion of these at the two MRC Units. The FSA will monitor compliance through inspection and will ensure that all matters required to ensure compliance and a safe workplace (relating to fire), are in place.  In London, they will also be responsible for liaising with the regulators (London Fire Brigade and Health and Safety Executive) and for investigating fire incidents in the London Estate, whilst advising on the investigation of those in the Units.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

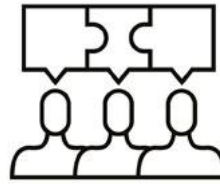
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

### Main Duties and Responsibilities

#### For all of LSHTM (London) and the MRC Units

- Provide expert advice on fire policy, procedures and guidance for all LSHTM and Unit owned and occupied premises.
- Develop compliance and control strategies to ensure adequate standards of fire safety as required by the relevant statutory provisions.
- Identify fire safety deficiencies and liaise with the Head of OH&S, the MRC Unit Heads of Health and Safety (where required), Fire Safety Management Group (FSMG), Estates colleagues, Faculties or other building occupants, as needed, to ensure deficiencies are rectified.
- Investigate all fire alarm activations and provide any 'Lessons learnt' or other recommendations post-activation and ensure these are communicated as necessary.
- Identify and provide, or arrange for, suitable fire safety training.
- Undertake a formal audit of the fire safety governance and compliance documents for LSHTM and the Units.
- Provide expert advice on fire safety for construction, refurbishment projects and maintenance works.

#### For LSHTM (London) only

- Undertake the fire risk assessments for all London LSHTM buildings. Create and monitor the resultant action plans.
- Attend and contribute in all LSHTM related FSMG meetings.
- Lead in the investigation of any fire related incidents.
- Monitor such metrics as Fire Warden or Fire Assembly Point Attendants in occupied buildings to ensure that adequate coverage is maintained.
- Liaise with external organisations that are required to conduct fire investigations, that may include; the Health and Safety Executive (HSE) and London Fire Brigade.
- Ensure that all Policies and Procedures relating to fire safety are reviewed, as updated where necessary. Ensure that adequate written fire safety guidance is available.

**For the MRC Units only**

- Assist in the investigation of any fire related incidents.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

<b>Competency</b>	<b>Evidence</b>	<b>E / D</b>
<b>Education, Qualifications and Training</b>	CFPA Diploma in Fire Safety (or equivalent)	E
	General safety certificates or diploma (NEBOSH, or equivalent)	E
<b>Experience</b>	Proven and successful experience of having undertaken the role of Fire Safety Advisor in a UK higher education institution	E
	Having worked in the fire safety field outside of the UK, preferably in Africa.	D
	Having experience of effectively dealing with fire safety regulators in the UK (fire service and HSE)	E
	Having provided fire safety training to various types and levels of staff	E
<b>Knowledge</b>	Expert knowledge of UK fire safety legislation	E
	Expert knowledge of fire safety management	E
	Excellent oral and written communication skills	E
	Excellent interpersonal skills, including a professional and helpful communicating manner	E
<b>General</b>	Diplomacy, tact, and a professional attitude	E
	Ability to communicate with individuals at all levels	E
	A commitment to supporting LSHTM's EDI policies and procedure	E
	Attention to detail	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: September 2024

## **Salary and Conditions of Appointment**

The post is permanent and part-time 14 hours per week, 0.4 FTE. The salary will be on the Professional Services salary scale, Grade 6 scale in the range £44,847 - £50,808 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## **Application Process**

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## **Asylum and Immigration Statement**

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.