**Job Profile Information: Fire Safety Advisor**

**This supplementary information for Fire Safety Advisor is for guidance and must be used in conjunction with the Job Capsule for**

**Level 4 Zone 2. Camden Way Category 4.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

* To provide specialist fire safety advice to relevant staff, residents and all other stakeholders of Camden Council.
* To ensure fire safety, inspections, management and maintenance is carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant Health and Safety legislation.
* To undertake Fire Risk Assessments across a range of premises including higher risk residential sleeping accommodation, conforming to current relevant guidance and legislation.
* To commission programmes of Fire Risk Assessments in conjunction with the Team Leader Quality Assurance and Fire Safety Contract Managers
* To work with service managers to develop and deliver innovative, best practice fire safety solutions to meet the organisation’s objectives, as well as ensure organisational compliance with all fire safety legislation.
* Identify all fire related risks and issues across the portfolio and assist in the design solutions for any necessary remedial actions.
* To promote fire safety best practice and innovation amongst managers across the Council in the delivery of all services.
* To work proactively with the London Fire and Emergency Planning Authority (LFEPA) and other organisations in the compliance with Fire safety regulations across the Councils portfolio.
* Work with services to develop appropriate measures to improve fire safety, taking into account available resources, statutory requirements and the advice of the LFEPA.

**Example outcomes or objectives that this role will deliver:**

* To carry out fire risk assessments and FRA reviews in line with the Regulatory Reform Order (Fire Safety) 2005 and current relevant guidance.
* To commission programmes of Fire Risk Assessments in conjunction with the Team Leader Quality Assurance and Fire Safety Contract Managers
* To update the Fire Safety Risk Register to reflect the outcome of FRAs or standalone risk assessments
* Deliver a high quality, fire safety advisory service to managers, Camden staff, residents that meet all needs and requirements.
* Provide advice and guidance in response to fire safety best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
* Assist with Person Centred Fire Risk Assessments and Personal Emergency Evacuation Plans.
* Research, develop and influence the acceptance, implementation and embedding of best practice fire safety services, policy and principles, monitor the ongoing application and comment on effectiveness. Coach and facilitate the acquisition and development of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with fire safety issues, particularly in fire safety risk management, and to include training where appropriate.
* Build and develop strong working partnerships e.g. with service managers, trade unions, colleagues, specialists and external contacts/providers in order to mitigate risk and deliver requirements. Be an ambassador for the health and safety function in these interactions.
* Provide competent training to council staff and other relevant persons where required.
* Undergo continual professional development to ensure competencies are maintained and remain aware of current practices and legislation.
* Provide technical support to the property services team.
* Ensure the Council's fire safety strategy is implemented and maintained.
* Advise and guide residents, contractors, London Borough of Camden staff and other stakeholders on all fire related issues

**People Management Responsibilities:**

*None*

**Relationships;**

The role reports directly to the Principal Fire Safety Advisor.

The role holder will be required to work closely and proactively with service managers across the organisation identifying fire safety requirements and advising on how to meet those requirements.

Regular contacts will be with colleagues across the Council including HR colleagues, Senior Managers, Council Committees, Members and Lead Members, other Local Authorities, Trade Unions, and a range of internal and external working groups.

**Work Environment:**

The role is a mixture of on-site work and office based work.

The role is required to offer consistent service while coping with fluctuating demands and pressures.

There is a requirement to work flexibly in response to the different demands of the job, which may require working beyond normal office hours on occasions.

**Technical Knowledge and Experience:**

* Member of the Institution of Fire Engineers.
* Recognised fire safety qualification, CFPA Fire Diploma, NEBOSH or equivalent.
* Knowledge of key guidance such as LACORs, Approved Document B and BS 9999
* Experience in handling complex fire safety issues with high risk implications e.g. sleeping accommodation
* Experience of advising on fire safety in a large and complicated organisation.
* Ability to undertake Fire Risk Assessments and audits. Conforming to the relevant guidance, and be able to write appropriate reports and inform local teams, services and committees.
* Effective presentation and training skills.
* A pragmatic, collaborative and determined approach to work
* Excellent time management and interpersonal skills with the ability to influence others and work well under pressure.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Position in Organisation:**

