

JOB

DESCRIPTION

Fire Safety Specialist

Job Title:	Fire Safety Specialist
Department:	HSQE
Reporting to:	Director of HSQE
Responsible for (staff):	N/A
Location:	Home based with UK wide travel
General Purpose of Role:	Provide Fire Safety Management services to Arcus Estates. Provide Fire Safety Management services to Clients in line with the contract scope. Provide specialist guidance and support on projects as directed by the Operational Teams.

ACCOUNTABILITIES

- Responsible for maintaining SP205 Life Safety Fire Risk Assessment accreditation.
- Supporting the maintenance of the SP203 accreditation, – Emergency lighting.
- Undertake Fire Risk Assessments for Arcus Premises.
- Undertaking Fire Risk Assessments at Client Premises.
- Develop and implement Arcus FM Fire Safety Policy and associated procedures.
- Carry out an annual review of the Fire Safety Policy and associated procedures.
- Undertake regular Audits of Fire Safety Provisions
- Proactively look to grow the Fire Safety division of the business.
- Develop and deliver mandatory training courses to Arcus employees to suit to demands of the growing business.
- Provide expert advice to Arcus and Clients relating to Fire Safety.
- Responsible for undertaking any Fire investigations or providing specialist fire advice to the Lead Investigators.
- Liaise with the enforcing bodies and internal stake holders.
- Able to interpret new legislation and review/amend existing documentation.

KNOWLEDGE AND SKILLS

Specific Qualifications:

- NEBOSH Fire Safety and Risk Management Certificate
- CFPA Diploma in Fire Safety or equivalent
- GI / MIFireE

Experience

- A good understanding of current Fire Safety Regulation for England and Wales, Scotland and Northern Ireland.
- Working knowledge of UK Technical Standards for Fire Alarms, Sprinklers, Fire Extinguishers and Emergency Lighting.
- Undertaking and documenting Fire Risk Assessments following the PAS 79 template.
- Writing Fire safety policies and procedures.
- Knowledge and Understanding of BAFE accreditation.

- Excellent administration skills and use of Microsoft office.
- Well organised with the ability to write reports and update processes in a timely manner.
- Experience in applying Fire Safety management in various workplace environments.

VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

OTHER FACTORS

- The post holder must be able to work flexibly as determined by the business requirements and this will involve travel UK wide. Due to the role being mobile, having a driving license and a vehicle is essential.