

## Job Description

Job Title:	Fire Safety Officer (Projects).
Band:	Band 6
Responsible to:	Fire Safety Manager
Accountable to:	Head of Organisational Risk
Hours of Work:	37.5 Hours per Week (Flexible)
Term:	Permanent.

### GENERAL

Nottingham University Hospitals NHS Trust is a major acute hospital Trust comprising of three separate sites across the City of Nottingham. These are the Queen's Medical, City Hospital and Ropewalk House campuses.

The Trust has identified a significant back log of fire safety maintenance coupled with a requirement to upgrade Building stock in order to ensure compliance with relevant code of practice and legislation

A significant capital investment is in place to progress compliance.

### JOB SUMMARY

- To assist the Trust Fire Safety Manager in prioritising and leading on Capital projects to address the backlog of fire safety maintenance and infrastructure improvements across all campuses.
- To review and comment on all Capital Projects, Divisional Projects and Space Allocation requests as required by the Fire Safety Manager.
- To provide technical fire safety advice to all:
  - Project Managers
  - Main Contractors and Sub-Contractors
  - Divisional and area Management.
  - Estates and Facilities Teams.
- Ability to carefully analyse and interpret complexed information and make judgements and decisions based on compliance with both legislation and technical standards.
- To work with key internal and external stakeholders to ensure that fully compliant technical solutions are agreed and implemented.
- Will be educated to Post Graduate Diploma level or have extensive operational experience in relation to project management and fire safety design and compliance.

## ORGANISATIONAL CHART



### **Key Relationships.**

The key relationships that are relevant to this post are:

- Trust Fire Safety Manager
- Head of Organisational Risk
- Nottinghamshire Fire and Rescue Service.
- Local Authority Building Control Officers including the access Officers in relation to the equalities Act 2008.
- Estates Infrastructure and Regulatory Compliance Committee (EIRC)
- Capital Projects Managers and Teams.
- Estates and capital managers and Teams.
- External Contractors and Sub-Contractors.
- External Consultancies and designers.
- Divisional and Local Area Managers.

In undertaking this role, all employees will be expected to behave at all times in a way that is consistent with and actively supports the principles listed in the Consultation Document on the creation of the Nottingham University Hospitals NHS Trust. These are:

- *The principles of the NHS, where high quality care is provided on the basis of need rather than the ability to pay.*
- *The contribution of the local community to the development of our services.*
- *Preserving and developing our reputation as a caring organisation.*
- *Developing services that are designed around the patient.*
- *Working co-operatively with others in the interests of patients and their families.*
- *Valuing the contribution of staff and investing in their development.*
- *Valuing the diversity of all our staff, patients and carers and demonstrating a zero tolerance of discrimination.*
- *The importance of developing innovative approaches to teaching, research and service provision, which allows us to be at the forefront of developments in patient care.*
- *Responsible and wise stewardship of public money and effective use of resources.*

**VALUES AND BEHAVIOURS:**

NUH has a set of values and behaviours to improve the experience for our patients and our staff (We are here for you). This means that in undertaking this role the post holder is expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful patient care and continuous improvement as detailed in the table below.

<b>Thoughtful Patient Care</b>	<b>Continuous Improvement</b>
<b>Caring and helpful</b> <ul style="list-style-type: none"> <li>• <b>Polite</b>, respect individuals, thoughtful, welcoming</li> <li>• <b>Helpful</b>, kind, supportive, don't wait to be asked</li> <li>• <b>Listening</b>, informing, communicating</li> </ul>	<b>Accountable and reliable</b> <ul style="list-style-type: none"> <li>• Reliable and happy to be <b>measured</b></li> <li>• <b>Appreciative</b> of the contribution of others</li> <li>• Effective and supportive <b>team-working</b></li> </ul>
<b>Safe and vigilant</b> <ul style="list-style-type: none"> <li>• <b>Clean</b> hands and hospital so patients <i>are</i> safe</li> <li>• <b>Professional</b>, ensure patients <i>feel</i> safe</li> <li>• <b>Honest</b>, will speak up if needed to <i>stay</i> safe</li> </ul>	<b>Best use of time &amp; resources</b> <ul style="list-style-type: none"> <li>• <b>Simplify processes</b>, to find more time to care</li> <li>• Eliminate <b>waste</b>, investing for patients</li> <li>• Making <b>best use of every pound</b> we spend</li> </ul>
<b>Clinically excellent</b> <ul style="list-style-type: none"> <li>• Best outcomes through <b>evidence-led</b> clinical care</li> <li>• <b>Compassionate, gentle</b>, see whole person</li> <li>• <b>Value patients' time</b> to minimise waiting</li> </ul>	<b>Innovation for patients</b> <ul style="list-style-type: none"> <li>• Empowerment to act on <b>patient feedback</b></li> <li>• Improvement led by <b>research</b> and <b>evidence</b></li> <li>• <b>Teaching</b> the next generation</li> </ul>

**KEY JOB RESPONSIBILITIES**

The Nottingham University Hospitals NHS Trust operates a **NO SMOKING** policy.

**Duties and Responsibilities**

The post holder will:

- Will support and advise on the fire prevention aspects of all new projects / developments as well as the requirements to upgrade existing building stock to an acceptable level of compliance in line with Firecode and other relevant legislative codes that apply.
- Ensure that all proposed new and upgraded fire safety systems, both passive and active, comply with the requirements of current standards and regulations prior to the tender process being completed.
- Be and authorised signatory for fire safety projects defined within the Trust Capital Programme (currently £3M per annum) and for ensuring that all installations and commissioning remains in line with current fire safety legislation and best practice.
- To liaise with all local authorities and other organisations relevant to the scope of project works in order to ensure that the Trust complies with both legislation and Local Acts with regards to fire safety requirements.. This is to include but is not limited to:
  - Local Authority Fire Service.
  - Local Authority Building Control.
  - Local Authority Environment Department.

- Annotate fire strategy drawings with requirements for all projects as required and in line with relevant codes of practice and legislation.
- Liaise closely with and report back to the Trust Fire Safety Manager with regular updates on all aspects of projects and decisions made in relation to obstacles and problems encountered. It is essential that the post holder understands when it is appropriate to escalate project issues to the Fire safety manager.
- Ensure that accurate fire information is available to inform the production of local / building Fire Strategies.
- Produce and update the often complex Fire Risk Assessments as impacted on by any project; ensuring that the resulting risk assessment is shared with local managers and the outputs are embedded into the forward capital programme.
- Be required to work well under pressure and time scales as well as be able to prioritise workloads in order to deliver the multiple projects.
- As directed by the Fire Safety Manager; design and deliver training sessions to contractors, Estates Officers and other Trust and 3<sup>rd</sup> Party staff on all aspects of fire safety compliance around projects and operational practices.
- To ensure that all fire safety work is completed in compliance with the relevant codes of practice and agreed contract specifications.
- Review and set the required standards and content for all project fire strategy drawings in line with relevant codes of practice.
- Attend project review meetings advising the project teams and external consultants on the requirements of the relevant codes of practice.
- Carry out regular site inspection visits and complex / involved audits; to ensure that all relevant works comply with all relevant NHS and other codes of practice and that all issued fire safety advice is being followed.
- Liaise with Clerks of works and programme teams to ensure that all fire safety compliance issues are addressed.
- Enforce the agreement that no Fire Safety derogations are allowed on any project.
- Ensure all required certifications are in place and recorded for fire safety systems, both passive and active, and that they are shared with relevant internal and external interested parties.
- To ensure legal compliance is maintained, as required, by fire safety legislation and various acts of parliament/local authorities.
- To undertake regular site visits to witness test fire safety systems and standards of workmanship relating to all projects prior to formal sign off and payment of invoices.
- To ensure that any firefighting equipment is specified in compliance with all relevant codes and is in place at the commissioning stage of all projects.
- Ensure the delivery of fire safety strategy information at the completion of all relevant projects (including up to date fire drawings and defined PPM schedules). This will include the creation and update of building fire strategies in line with Regulation 38 of the Building Regulations.
- Oversee that the Trust contractor procedures, including permits for hot works and isolation of systems, are in place and audited during all project works.
- To support / participate the Trust Tactical Support Advisor on-call rota. This will be agreed locally after commencement with the Trust.

## **GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

### **Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

### **Safeguarding children, young people and vulnerable adults**

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

### **Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

### **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

### **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

### **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

## **WORKING CONDITIONS**

- The job may necessitate other duties to be carried out, as may reasonably be required by the Head of Organisational Quality, Risk and Safety; and at other properties within the Trust, subject to appropriate negotiations
- This job can involve periods of physical activity, possibly in adverse in inclement weather conditions, and therefore the post holder must be capable of undertaking such duties
- This job can involve occasional exposure to hazards e.g. Asbestos, in compliance with the Trust's instructions and after appropriate training and using PPE
- The post holder has Trust-wide responsibilities and therefore will have to travel from site to site during the course of their work. Inspection work will entail accessing voids, use of access equipment and visits to areas during the course of building works which will require the post holder to be physically fit.
- Duties may require attendance on site outside of normal working hours to deal with fire investigations.

## **JOB REVISION**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

### **The Nottingham NHS Treatment Centre**

The new Nottingham NHS Treatment Centre opened on the QMC campus in late July 2008. The Nottingham NHS Treatment Centre is run and managed by Nations Healthcare - an Independent Sector Provider. A range of outpatient, day case and diagnostic services are transferring into the Treatment Centre from Nottingham University Hospitals NHS Trust in a phased way over a period of several months. As a result of this, the work that you do may be affected in one of several ways:

1. Your work may not be affected at all.
2. You may be required to undertake work on behalf of the Treatment Centre.
3. You may be required to undertake some of your existing work in the Treatment Centre.
4. You may be seconded to work in the Treatment Centre.

Staff seconded to do all or some of their work in the Treatment Centre will remain the employees of Nottingham University Hospitals Trust and throughout the period of their secondment.

### **Job description reviewed**

Date: 8th January 2017

<b>Analytical and Judgement skills</b>	<ul style="list-style-type: none"> <li>• Understanding the principles of risk assessment</li> <li>• Ability to analyse complex information to make own judgements on advice provided</li> <li>• Ability to assimilate, analyse and present complex problems, identify necessary action, make recommendations and ensure actions are implemented.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<b>A I</b>
<b>Planning and organisation skills</b>	<ul style="list-style-type: none"> <li>• The ability to prioritise and manage a varied and unpredictable work pattern.</li> <li>• Good organisational skills with practical and methodical project planning and able to manage a number of concurrent schemes</li> <li>• Ability to manage competing priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use AutoCAD</li> </ul>	<b>A I T</b>
<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Able to satisfy the physical demands of the job.</li> <li>• Occasional Working at heights and in Confined Spaces e.g. Scaffold or roof voids</li> <li>• Occasional moderate physical effort required as duties dictate. e.g. evacuation of patients, etc</li> <li>• Occasional moving of heavy equipment, e.g. extinguishers, training equipment.</li> <li>• General computer literacy and ability to use Microsoft Office applications</li> </ul>		<b>A I</b>
<b>Other requirements specific to the role (e.g. be able to work shifts/on call)</b>	<ul style="list-style-type: none"> <li>• Highly motivated and resourceful with a proactive approach to problem solving.</li> <li>• Innovator with a positive attitude and willingness to take responsibility.</li> <li>• Self motivated and have the ability to use own initiative.</li> <li>• Good team player.</li> <li>• Ability to work within a changing environment.</li> <li>• Willingness to participate in continued professional development.</li> <li>• Participation in an on-call rota</li> </ul>	Active interest in own self development	<b>A I</b>
<b>Commitment to Trust Values and Behaviours</b>			