

Job Description



Summary

Job title	Fire Risk Assessor
Division	University Administrative Services (UAS)
Department	Estates Services – Compliance Team
Location	Hybrid - The Malthouse, Tidmarsh Lane, Oxford OX1 1NQ / Safety Office 10 Parks Road, Oxford, OX1 3PD
Grade and salary	Grade 8S: £47,085 - £55,895 with a discretionary range to £60,921 per annum
Hours	Full time
Contract type	Fixed-term (3 years)
Reporting to	Caroline Taylor (University Fire Officer)
Vacancy reference	174726
Additional information	DBS check and Enhanced Level Screening required

The role

Your new role as a Fire Risk Assessor will involve working under the leadership of the University Fire Officer in collaboration with the Estates Services Compliance team to support the effective delivery of the University's legal duties and compliance in accordance with Regulatory Reform (Fire Safety) Order 2005, the Fire Safety (England) Regulations 2022, and where relevant; the Building Safety Act 2022. The post holder will report to the University Fire Officer and work closely with members of the Estates compliance team.

The post holder will be expected to be fully conversant with current fire legislation and relevant codes of practice, British Standards and Building Regulations (all Purpose Groups) and able to interpret and advise on the implications for the University. The post holder will also need knowledge of the fire safety requirements for persons with reduced mobility and sensory disabilities.

The post holder will need to communicate with individuals across the University, including research supervisors and, where appropriate, the heads of department. However, the ability to communicate with the whole range of employees, contractors, visitors, and students on University premises, as well as external agencies, is essential.

Responsibilities

1. The primary role will be to support the roll-out of a new Fire Risk Assessment regime.
2. The role will involve the review and/or creation of retrospective fire strategies for the diverse range of University buildings ranging from heritage buildings, which make up 40% of the estate, state of art research and teaching buildings, to post-graduate residential accommodation. These fire strategies will document how the building will operate in case of fire, such as access for fire engines, water supplied for fire-fighting, means of escape and active and passive fire systems. Together with the fire risk assessments for the buildings, these documents will form an integral part of the 'Golden Thread' fire safety information pack we aim to produce for each of our buildings.



3. Inspect the existing provision of general fire precautions within the buildings and, where necessary, make risk-based recommendations to ensure a satisfactory means of escape and reasonable building fire performance. This will involve identifying priorities for resources and funding and, where appropriate, to support funding bids.
4. Ensure that facilities and management structures are in place to assist with the safe evacuation of persons with reduced mobility or other disabilities, making sure that PEEPs are available, sufficient and understood by building managers.
5. Liaise with the:
 - Estates engineering and maintenance teams, Estates Capital Projects Team, the Safety Office Fire Officers, University Project Sponsor Groups
 - Safety Office Fire Safety Officers to provide support during Oxfordshire Fire and Rescue Service and Local Authority, or other approved Inspector visits, the Building Safety Regulator where applicable, and other external agencies concerning all fire related issues;
 - Space Planning and Asset Management section of Estates Services, where required, with regard to premises on the non-functional estate;
 - University's insurance officers and insurers on matters of fire prevention and protection;
 - Estates Compliance Team to provide support to oversee the maintenance and testing of fire precautions, including fire drills, fire alarm and detection systems, passive fire protection, and firefighting equipment.
 - Libraries, museums, conservators and security services.
6. Be fully conversant with all current fire legislation and with other relevant legislation (e.g. parts of the Building Regulations) and draft policies which enable the University to fulfil its legal duties
7. The post holder is expected to maintain an up-to-date knowledge and understanding of matters relevant to the post by attending relevant meetings, courses, and conferences. To maintain and develop expertise and competency through continuous professional development.
8. Contribute to the broader long-term health and safety planning of the University and participate in the University's EveryDaySafe improvement programme.
9. The post holder is expected to undertake other tasks within their competence as required within the Safety Office and Estates Services.

Selection criteria

Essential selection criteria

- Excellent knowledge of fire safety legislation.
- Recognisable and professional qualification in fire safety management and fire risk assessments from credible providers such as the Fire Protection Association, Fire Industry Association, and NEBOSH.
- Proven and previous experience in the completion of Fire Risk Assessments and reports.
- Ability to motivate and lead others in finding workable solutions to fire safety deficiencies and giving advice on a wide range of subjects.
- Excellent communication and interpersonal skills, both written and verbal - the post holder will need to work with and influence a range of people of varying disciplines, including University staff at all levels, and students to achieve solutions in the best interests of the University.
- Ability to work independently, as well as part of a team, identify key areas for improvement and suggest practicable solutions to complex issues.

Desirable selection criteria

- Previous experience of fire safety in a research environment.
- Experience acting as Clerk of Works would be advantageous
- Good knowledge of passive and active fire systems, emergency lighting and smoke ventilation systems.

- Diploma in Fire Prevention or equivalent in combination with a membership of a fire industry professional body, such as the IFE, IFPO, IFSM etc.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Lone Working
- Work in hot or cold environments
- Driving on University business
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check
- University security screening (eg identity checks)

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Estates Services

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them.

Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for graduate students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Security Services.

For more information please visit: estates.admin.ox.ac.uk/home

Safety Office

The University Safety Office, which is part of University Administration and Services, provides advice to departments on all aspects of fire safety and health and safety at work. It formulates and monitors compliance with University health and safety policies, provides fire and health and safety training, manages a number of rolling programmes of health and safety improvements, and manages a hazardous waste disposal service. The Safety Office is at 10 Parks Road opposite the University Museum of Natural History and next to the University's Science Area.

For more information please visit <http://www.admin.ox.ac.uk/safety/>

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: professional-services-and-university-administration

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly: recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>