



Role Profile

Fire Safety Consultant			
Reference No:	SS2434		
Service:	Human Resources		
Job Family:	Health & Safety	Grade:	FC8

Purpose
The post holder will act as the Council's fire safety specialist for the provision of a competent fire safety advice and support across the Council.
The post holder will provide specialist fire safety knowledge and assist in all aspects of fire safety including implementing and maintaining a prioritised fire safety risk assessment programme, ensuring that the whole Council meet their Corporate and statutory duties.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Act as the Council's competent person in accordance with the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006.	Educated to SCQF level 10, which includes NEBOSH Diploma	✓	
Provide a comprehensive fire safety support service to the whole Council and where identified ALMO's or Partner Organisations. This may be related to legislation or the application of Council Policy.	Fire Safety Qualification to SCQF Level 7 or equivalent	✓	
Develop and implement a structured fire safety risk assessment strategy to ensure Services meet their Corporate and statutory duties.	Extensive Fire Safety experience with an in depth knowledge of current fire safety guides, codes of practice, building standards and construction legislation.	✓	

E = Essential Criteria D = Desirable Criteria

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Undertake, review and quality assure fire safety risk assessments across the Council's property portfolio of relevant premises on a planned and prioritised basis, ensuring reports are undertaken in a timely fashion and agreed by the client. Develop in co-operation with the client a risk based fire risk assessment action plan of prioritised remedial actions.	At least 5 years experience working in a specific fire safety role with evidence of ongoing CPD. Experience of conducting fire risk assessments across a range of buildings. Membership of IFE or IFSM or equivalent	✓ ✓	✓
Supporting designated Service managers with the implementation of the Health and Safety Management Framework and corporate Fire Safety priorities and local performance objectives. Responsible for identification, development, design, implementation and introduction of additional projects, initiatives, training and solutions to deliver compliance and continuous improvement in fire safety performance.	Evidence a comprehensive, practical knowledge and experience of fire safety risk in one or more industry sectors (e.g. construction, manufacturing, education, engineering, social care) Good organisational ability to manage on-going reactive work in line with planned and prioritised workload.	✓ ✓	
Lead on ensuring fire safety compliance and on-going continuous improvement within designated Services, including initiating local projects to improve fire safety culture. Support and provide fire safety advice to Designers, Architects and other Technical staff at all stages of new build, refurbishment and alteration projects. Review fire strategies, drawings, and specifications at design and post-completion stages. Work with colleagues in Asset and Facilities Management and Property Services to ensure that there is an integrated approach to fire safety across Council premises. Work closely with other Health & Safety professionals to share knowledge and having significant input/lead to relevant	Ability to work collaboratively with others/colleagues Experience of and the ability to engage effectively with key stakeholders, ability to persuade and influence a wide range of audiences Experience gained within a large multi disciplinary organisation or Local Government.	✓ ✓	✓

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groups/subject topic on any specialist topic areas e.g. Asbestos, Moving and Handling, to the benefit of the Council.			
Undertake audits, inspections and examinations of fire safety compliance in line with legislative and corporate requirements. Prepare reports, briefings, and performance information for senior management.	Experience of developing and conducting practical audits and agreeing pragmatic solutions to identified issues.	✓	
Monitoring accidents and follow up with investigations/ further actions, providing timely advice. This will include supporting the investigation process. Undertake formal accident investigations utilising immediate, underlying and root cause analysis Monitoring trends in incidents, unwanted fire alarm signals, and near misses, producing reports and giving advice/feedback on common themes and lessons learned. Work with Service managers, ensuring they identify and deliver appropriate preventative measures.	Ability to produce succinct and appropriate reports/information within tight timescales. Able to work with minimal supervision and prioritise work to meet deadlines. Ability to work independently and make autonomous decisions in real time. Evidence good problem solving and analytical skills.	✓ ✓ ✓ ✓	
Develop and deliver formal fire safety training, briefings, e-learning and tool box talks to a wide range of internal customers. Co-ordinate corporate fire safety training provision to ensure consistency and cost effective solutions. Ensure that training is consistent with changing legislation and good practice and keep up-to-date with emerging fire safety developments.	Post qualification experience of the development and delivery of fire safety training, toolbox talks, induction, briefings etc. Train the trainer qualification	✓	✓

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Assist services in developing and reviewing emergency evacuation procedures, including Personal Emergency Evacuation Plans (PEEPs) where required.			
Research, develop, design, review, update and introduce new and existing fire safety policy, guidance, processes, procedures and associated resources. Develop local guidance and share across service area.	Ability to interpret and present complex information derived from a range of sources clearly and succinctly. Experience in creating formal reports, documentation, web page information and action plans. Ability to organise, develop and record computerised information and apply document control system.	✓ ✓ ✓	
Chair the Corporate Fire Safety Management Group. Take a leading role in the provision of competent fire safety advice and direction, in a range of formal settings (e.g., Consultation Forums, H&S Service-level Working Groups, Management Team/Performance Monitoring and Review Groups, Corporate (crossService), Risk Assessment Groups or Task Groups. Develop and maintain collaborative and effective relationships with Services, colleagues, trade union representatives, and external partners, establishing professional credibility.	Strong communication skills – both oral and written to a wide range of audiences from employees and Trade Unions up to Executive Director level. Experience in working with internal stakeholders.	✓ ✓	
Liaise with insurers, enforcing authorities, insurers and other external agencies as appropriate. Manage all correspondence with the Scottish Fire and Rescue Service, ensuring non-conformances are actioned, action plans developed, and serious breaches are escalated to the Corporate Health and Safety Manager.	Experience in working with external stakeholders and other agencies (HSE, Care Inspectorate, Police Scotland, Scottish Fire & Rescue Service). Ability to represent the Council at external settings	✓ ✓	

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Liaise with external consultants and contractors, ensuring competence and quality of work.			
Support and mentor less experienced colleagues and members of Working/Specialist Groups tasked with implementing improvements, introducing new methods or developing local action plans, etc.	Supervisory skills	✓	
Responsibility for the day-to-day overview, providing advice and guidance, of the work of Trainees as appropriate.	Experience of staff coaching or mentoring.	✓	
	Experience of staff management		✓
Maintain organisational awareness and deliver Fire Safety support which is aligned to corporate fire safety priorities.	Experience in project development and/or devising improvement programmes.	✓	
Keep up to date with developments in legislation and assist Services to interpret and deploy into best fire safety practice.	Evidence a strong commitment to CPD.	✓	
	Full UK driving license	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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