Fire Safety Adviser

About the Post

The Facilities Management Office provides a full range of building and estate management services aimed at ensuring the Parliament has sufficient and appropriate accommodation to meet its needs. The FM Office consists of three distinct areas of work:

- Building Management: Hard Services and Project Delivery
- Service Delivery: Soft Services, food services, mail services and helpdesk
- Health and safety, fire safety and environmental management

The post is based within the Health and Safety, Fire Safety and Environmental Management team which is responsible for ensuring a safe and secure environment for Members and their staff, parliamentary staff, visitors and the public.

Duties

Currently reporting to the Head of Building Management your main duties will include:

- provision of a professional fire safety advisory service to the Scottish Parliamentary Corporate Body,
- carrying out statutory Fire Risk Assessments, reviewing fire evacuation, fire alarm tactical management, fire incident review procedures and managing down false alarm activations
- ensuring all fire safety training is delivered to a high standard, including contract management of fire safety training delivery
- management of the fire alerting system for the deaf and hard of hearing
- providing support to the Parliament’s Emergency Response Team and contributing to Incident Management planning and execution
- maintenance and development of Personal Emergency Evacuation Plans (PEEPs)
- maintaining and developing relationships with relevant enforcing authorities and other stakeholders as appropriate
- supporting the Parliament’s Business Continuity Manager in defining, developing and maintaining the FM Office’s contribution to the Parliament’s Business Continuity Plan
**Skills, Knowledge and Experience Required**

You will be an experienced and qualified fire safety professional and, as a minimum, must have graduate membership of The Institution of Fire Engineers (IFE), or equivalent. You will have successfully attended “long fire prevention course/related modules” at the Fire Service College or similar and will be experienced in Fire Risk Assessments. You will possess a level of Health & Safety experience commensurate with the role, ideally qualified in general health & safety management (NEBOSH National Certificate in Occupational Safety & Health).

You will also have the ability to develop, design and deliver relevant training for all levels within the organisation, along with good contract and project management skills/experience.

You must also be able to demonstrate:

**A full understanding of current fire safety legislation:**
- Scottish building standards in relation to premises formerly designated as Crown property and complex fire engineered designs
- A comprehensive understanding of current fire safety guidance and appropriate British Standards relevant to the various uses of the Parliament’s premises.

**An ability to promote the values of good fire safety awareness and culture:**
- working with a range of stakeholders (including MSPs) throughout the campus
- the ability to carry this out in a non-prescriptive manner, but having the confidence and experience to apply measures firmly/fairly when necessary

**Excellent communication and interpersonal skills:**
- the ability and personal qualities to work with, advise and influence at all levels within the organisation
- the ability to deliver training and effectively engage with stakeholders
- IT skills (e.g. MS Word, Excel, SharePoint) to allow the production of professional reports/papers/proposals to senior management

**Strong teamworking skills:**
- the ability to ensure joint working across teams
- the ability to deliver to a high standard with minimum supervision

**Organisational and management skills**
- strong personal organisational, time management and prioritisation skills
- the ability to manage projects
- contract management skills
- the ability to devise, monitor and manage effective processes
Application process

To apply, please provide:

- your CV (maximum of two sides of A4) setting out your relevant career history, responsibilities and key achievements and;
- a supporting statement on why you have applied and what interests you, demonstrating why you consider you are suitable for the role, having regard to the skills, knowledge and experience requirements for the role, as detailed above. This should be no more than two sides of A4.

Please send this and our completed Equal Opportunities Monitoring form to jobs@parliament.scot by 5pm Thursday 21 November 2019. We will only consider applications that include a covering statement.

Please note that interviews will take place on 5 December 2019, however, this date may change.

For any questions about the post, please contact Alan Durward, Head of Building Management by email or telephone:

alan.durward@parliament.scot

Tel: 0131 348 6131

Applications from Gaelic speakers are welcome. Cuirear fàilte air tagraidhean bho luchd-labhairt na Gàidhlig.

If you don’t receive an automated acknowledgement within 24 hours of submitting your application, please contact us.

Disability

We guarantee to interview any disabled applicants who meet the essential requirements for the job they’ve applied for. This means that if you meet the criteria we have set and are assessed as providing “acceptable” evidence of the skills and qualities asked for we will automatically invite you to interview.

If you have a disability and would like to talk to us about any aspects of this job please get in touch.
Salary

The salary range for this post is shown below (Full time equivalent £34,549 to £43,031):

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>£20,542</td>
<td>£21,688</td>
<td>£23,143</td>
<td>£25,586</td>
</tr>
</tbody>
</table>

If you are successful, you will normally be offered a starting salary at the minimum of the applicable grade range shown below. You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the appointment in the grade. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.

Benefits

We offer a great range of benefits including 41.5 days' leave pro-rata (including public holidays), the opportunity to join the Civil Service pension arrangement with employer contributions of approximately 20.0%, as well as flexible working arrangements and family-friendly policies.

General Data Protection Regulation

For further details on how we will process your personal data please refer to the HR Workers Privacy Notice and SPCB Recruitment Privacy Notice.