

## Job Description

<b>Group Member:</b>		Luminate Education Group	
<b>Job Title:</b>		Fire Safety and Emergency Planning Manager	
<b>Reports to:</b>		Head of Safety, Health and Environmental Services	
<b>Job Grade</b>	LEG G	<b>Department</b>	Safety, Health and Environmental Services

### SPECIFIC ROLE RESPONSIBILITIES:

1. To lead on the Groups Fire Safety Strategy by producing appropriate fire safety policies, procedures and guidance documents and to maintain appropriate records to meet local and statutory requirements. To oversee the introduction and implementation of those policies and procedures as part of the continual improvement of the safety culture and management systems, so that the Group is compliant to fire safety legislative requirements.
2. To undertake and review fire risk assessments when required and produce reports and actions plans, negotiating time scales for completion or to enforce those necessary actions. Advice on and quality check the Fire Risk Assessments carried out by 3rd party organisations.
3. To provide specialist advice in connection with Personal Emergency Evacuation Plans (PEEPS), ensuring that adequate arrangements and facilities are in place for any member of staff or student requiring assistance during evacuation of the Groups premises.
4. To plan, co-ordinate and conduct periodic fire safety inspections / audits and the termly fire evacuation drills. To make recommendations on improvements and to maintain appropriate records.
5. To advise in all areas of fire safety management including CDM works, and to provide technical fire safety advice on new proposed buildings and refurbishment works at design and site progress meetings.
6. To lead on the Groups Business Continuity and Emergency Planning procedures by producing appropriate policies, procedures and guidance documents and to maintain appropriate records to meet local and statutory requirements. To oversee the introduction and implementation of those policies and procedures as part of the continual improvement of the safety culture and management systems, so that the Group is compliant to all safety legislative requirements.
7. To maintain knowledge of any developments in fire safety legislation, business continuity and emergency planning standards, devise strategies and practices to ensure compliance and present these for approval to the Group.

8. To undertake investigations and evaluate working practices to identify trends and areas of improvement. To subsequently report these incidents to the Group and relevant statutory authorities if required.
9. To develop and deliver fire safety, business continuity and emergency planning training.
10. Attend and contribute to Group Health and Safety committees, writing and presenting papers and reports as required.
11. To be the lead contact for liaison with the local Fire and Rescue Services, developing and maintaining effective working relationships and ensuring that fire safety matters relating to the Group are dealt with appropriately.
12. To represent the Group externally at local and national meetings and events concerning Fire Safety, Business Continuity and Emergency Planning in the Further and Higher Education sector.
13. Line management of the Business Continuity Coordinator.
14. Any other duties that are specific to the department.
15. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Qualification in fire prevention or fire safety, e.g., a combination of both the NEBOSH National Certificate in Fire Safety and Risk Management and NEBOSH General Certificate or an equivalent level 4 RQF accredited fire risk assessment	A/C
E	Q2. Active member of the Institution of Fire Engineers, Institute of Fire Safety Managers or Fire Protection Association	A / C
E	Q3. Level 2 (or above) qualification in English & Maths	A / C
D	Q4. A recognised training qualification	A / C
D	Q5. Qualification in Business Continuity or Emergency Planning e.g., the NEBOSH National Certificate in Managing Risk and the NEBOSH General Certificate or an equivalent	A / C

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Demonstrable experience of strategic fire safety in a multi-site organisation	A / I
E	EK2. Experience of planning and implementation of fire prevention; protection and intervention; contributing to the development of fire policy, managing operational fire safety risk; fire training and fire education	A / I
E	EK3. Experience of carrying out fire risk assessments including DSEAR and audits.	A / I
E	EK4. Committed to continuous professional development and possess comprehensive and up to date knowledge, experience and understanding of fire legislation, building regulations, and building fire precautions.	A / I
D	EK5. Experience of planning and implementation of business continuity and emergency planning; contributing to the development of Business Continuity policy, managing operational risks; Business Continuity and Emergency Planning training and education.	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SK1. Deliver fire and emergency planning training	A / I
E	SK2. Exceptional interpersonal skills with the ability to establish and maintain effective working relationships with stakeholders and colleagues at all levels. The ability to challenge appropriately and robustly to ensure adherence to procedures.	A / I /
E	SK3. The ability to produce user friendly reports, determine solutions and mitigate risks	A / I /

E	SK4. Ability to make administrative/procedural decisions/ judgements. And able to produce procedural documentation and protocols.	A / I /
E	SK5. Experience of line managing staff	A / I /
E	SK6. Able to work effectively with Microsoft Office and Google platforms	A / I /

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I