

Role Profile Part 1

HSE Advisor (Fire Focus)

Job Title:	HSE Advisor (Fire Focus)
Reference No:	
Reports to:	Head of Health Safety & Environment
Grade:	Grade E
Working Hours:	Professional Contract (37 hours per week for nominal purposes)
Faculty/Service:	Human Resources
Location:	Edinburgh Building
Main Purpose of Role:	To support the Head of Health Safety and Environment (HS&E) by providing competent advice and guidance to Faculties, Services, and others as appropriate in aspects of HS&E, particularly in relation to fire safety matters.
Key Responsibilities and Accountabilities:	<ul style="list-style-type: none">• To assist the Head of HS&E in ensuring the continued development, implementation, and delivery of the University Corporate HS&E Plan.• To assist in the monitoring and reporting of progress across Faculties and Services against the Corporate HS&E Plan, Faculty/Service HS&E Plans, and any other agreed HS&E objectives / key performance indicators.• Possess and maintain a sound understanding of all regulatory, best practice and University requirements in the field of Health and Safety, and fire compliance.• To assist the Head of HS&E to identify implication of forthcoming legislation and any non-compliance, assist in remedying and provide HS&E and fire advice / solutions to prevent reoccurrence.• To assist in raising awareness of and development of an appropriate safety culture throughout the University.• Provide professional advice, guidance and information to Faculties and Services on all aspects of health, safety, and fire and address queries by visits, or other forms of communication as appropriate.• Ensure University Fire Risk Assessments and schedules for operational and vacant buildings are completed and kept under review.

- To participate in monitoring compliance with university policy by conducting HS&E inspections within the University.
- To assist and where appropriate lead in the reporting and investigation of accidents and incidents and make subsequent recommendations.
- To develop and promote policies, procedures, and guidance in support of the SMS including fire, particularly on fire legislation.
- To assist in monitoring compliance with university policy by participating in the University HS&E (HASMAP) Audit programme.
- Represent the University HS&E Team at internal and external meetings as required by the Head of HS&E.
- To establish and maintain an effective relationship with local regulatory bodies including the Health & Safety Executive, Environment Agency and Environmental Health Officers and local Fire Authority.
- Develop and provide training and awareness-raising sessions on health, safety and in particular fire safety and chemical safety, specifically where legislation or specific guidance needs to be adhered to, across the University.
- Provide presentations and, or briefings to internal and external groups on health, safety, and fire projects/topics undertaken by the University, as requested by the Head of HS&E.
- To sit on University project teams as and when required, and provide technical and non-technical reports, advice and guidance on health, safety, and fire issues.
- To delegate work tasks and provide day-to-day supervision to the HS&E Coordinators and other team members as appropriate in the absence of the Head of HS&E.
- To maintain a positive attitude to Health and Safety requirements when undertaking personal responsibilities and to comply with the Health and Safety Policy and related procedures.
- To perform any other HS&E duties as requested by the Head of HS&E, including provision of support to other members of the HS&E team.
- Special Circumstances: May be required to deputise for the Head of HS&E, to provide emergency incident response as part of the Health, Safety and Environment Team.

Role Profile Part 2



Part 2A: Essential and Desirable Criteria

Essential

Essential

Qualifications and Professional Memberships:

- NEBOSH Diploma in Occupational Health & Safety (or equivalent).
- Fire Risk Assessment Qualification (or equivalent).

Experience:

- Extensive post-qualification Health and Safety practice experience.
- Experience of undertaking and reviewing fire risk assessments and other types of risk assessment.
- Experience of undertaking HS&E monitoring, inspections, and audits against a recognised standard.
- Experience of writing reports.
- Good working knowledge of ISO 45001.
- Experience of developing policy and procedure within field of expertise.
- Experience of developing and maintaining effective working relationships with internal and external contacts including the local Fire Authority, local Environment Agency and Health and Safety Executive.
- Experience of delivering training and presentations.
- Experience of providing advice on HS&E issues in a large multi-disciplinary Organisation.

Knowledge and expertise.

- Up to date knowledge and understanding of health and safety law and fire legislation.

Desirable

Desirable

Qualifications and Professional Memberships:

- Grad IOSH membership.
- Technician membership of the Institute of Fire Engineers or equivalent.
- NEBOSH Fire Certificate.
- Health and Safety / Internal Auditor qualification.

Experience:

- Experience of developing and leading working groups.
- Experience of the development and implementation of HS&E management plans and other topic specific plans such as fire management.
- Experience of working in the Higher Education Sector.

Knowledge and Expertise:

- Use of incident investigation methodologies.

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Work Environment

- Ensures that others are equipped and able to follow safe working practices.
- Ensures that appropriate action plans are drawn up to address risks.
- Monitors incidents and issues to identify trends and patterns so that policies, procedures, and systems of work can be put in place to eliminate risk.

Communication.

Oral Communication.

- Delivery methods are chosen and tailored to aid understanding and meet the needs of others.
- Takes action to correct any misunderstandings or mistakes.
- Checks on recipient's understanding and takes action to remedy any miscommunications.
- Adapts style in response to feedback.

Written Communication.

- Conveys information of a complex, conceptual and specialist nature using a range of styles and media selected to meet the needs of others.
- Presents complex information in formats appropriate to non-specialists without comprising meaning.
- Monitors the reactions of others and takes appropriate steps to remedy any miscommunications.

Decision Making.

Independent Decisions.

- Considers wider impact of decisions, assesses possible outcomes and their likelihood.
- Uses judgement to make decisions with limited or ambiguous data and takes account of multiple factors.
- Distinguishes between the need to decide, when to defer and when not to take a decision.

Collaborative Decisions

- Helps others to explore options that initially appear to be inappropriate or unfeasible and recognise when a decision is or is not needed.
- Enables others to contribute to decisions.
- Ensures that options are weighed, outcomes identified, and chances of success considered.
- Challenges decisions, appropriately to ensure consideration and processes are robust.

Provision of Advice.

- Anticipates and highlights issues that need to be considered.
- Outlines possible impacting factors, assessing their degree of influence on the choice of options.
- Ensures previous learning is included.

Initiative & Problem Solving.

- Initiates processes and procedures to resolve new problems.
- Anticipates possible implementation difficulties and identifies practical ways of overcoming or preventing them.
- Takes account of others and the broader context when generating options.

Liaison & Networking.

- Ensures that accurate information is passed on to the most appropriate people in a timely fashion to improve working practices.
- Co-ordinates own effort with that of others so the work is completed effectively in line with team objectives.
- Promotes a positive image of the Institution.

Participation in networks.

- Works across team boundaries to build and strengthen working relationships.
- Shares information and ideas to help others develop their practice.
- Is involved in networks to pursue a shared interest as a requirement of the Role.

Pastoral Care & Welfare.

- Calms and reassures those in distress.
- Aids recognising the limits of own ability and responsibility.
- Refers to others when extra help is needed.

Planning and Organising Resources.

- Suggests ways of improving working practice and use of resources.
- Creates realistic plans to achieve own deadlines and objectives.
- Monitors progress of self and or others so that corrective action can be taken if needed.

Service Delivery.

- Adapts services and systems to meet customers' needs and identifies ways of improving standards.
- Learns from complaints and takes action to resolve them.
- Collates feedback and views from customers and keeps up to date with market trends to inform service development and make changes.
- Actively promotes services.

Teaching & Learning Support.

- Adapts content, material, and approaches to suit the needs of different learners.
- Provides guidance and support to groups of learners and individuals to aid their progress.
- Suggests ways of developing and improving learning events.
- Makes use of available learning technologies.
- Advances own skills as a teacher, developer, and learner.

	<p>Team Development.</p> <ul style="list-style-type: none"> • Provides induction material and early experience to help new colleagues learn their job and become part of the team quickly. • Acts as a buddy, coach, and role model to new colleagues without waiting to be asked. <p>Teamwork & Motivation.</p> <ul style="list-style-type: none"> • Helps to clarify priorities and ensure they are understood by all. • Supports colleagues in need of extra help. • Acknowledges the achievement of colleagues. <p>Analysis & Research.</p> <ul style="list-style-type: none"> • Designs and uses data gathering and analytical methods appropriate for each investigation. • Recognises and accurately interprets patterns and trends. • Recognises when additional data is required and identifies appropriate Sources. • Produces reports that identify key issues and findings.
Date Completed:	February 2023