Newcastle City Council

Job Description

Division: Corporate Services

Post Title: Fire Safety Officer (AA2866)

Evaluation: 520 Points **Grade:** N7

Responsible to: Head of Health and Safety

Responsible for: N/A

Job Purpose: To advise the Council on the most appropriate and cost effective standards of fire safety in its premises and work operations in accordance with the relevant statutory requirements and codes of practice.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1 To carry out fire risk assessments, fire safety inspections and DSEAR assessments of Council premises, sites and work operations as required.

2 To provide advice and guidance to directorates regarding fire safety to assist in identifying and mitigating risk.

3 To carry out investigations of any fire safety related incidents as required.

4 To prepare, assessments, CAD fire safety plans and reports.

5 To support the development and monitoring of corporate policy and strategies in relation to the Council's internal fire safety standards and codes of practice.

6 To assist in designing, procuring and delivering appropriate fire safety training.

7 To keep up to date with developments in fire safety related legislation, technical standards and disciplines/approaches to fire safety management and advise the Council accordingly.

8 To develop and maintain positive and collaborative working relationships with directorates and relevant external stakeholders as appropriate.

9 To represent the council at relevant local, regional and national meetings and forums as required.

10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.