



## **Fire Safety Adviser**

**Ref: 604748**

**Part-time: 16 Hours/3 days per week**

**Salary Range: £32,709 to £40,560 (Pro-rata - £14,144 to £17,539)**

**Location: Holyrood, Edinburgh**

**Closing date: 5pm, 20 July 2018**

### **About the Post**

Our 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 office consists of three distinct areas of work including:

- 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**

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

- provision of a professional fire safety advisory service to the Scottish Parliament Corporate Body, the Clerk/Chief Executive, Assistant Clerk/Chief Executives, Group Heads and other occupants of the campus (including elected members and other employers)
- 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 deaf and hard of hearing people

- providing Facilities Management 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
- contributing towards the development and maintenance of the FM Office's risk management framework, consolidating identified risks and designing appropriate responses to effectively mitigate, manage or transfer.

### **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 an experienced Fire Risk Assessor. Ideally, you will have a recognised health & safety management qualification (e.g. NEBOSH National Certificate in Occupational Safety & Health) and be able to demonstrate proven relevant experience.

You will also need excellent training skills, including 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 will also be able to evidence an understanding of Incident Management, Business Continuity and Risk Management practises.

You must also be able to demonstrate:

#### **An understanding of current fire safety legislation:**

- Scottish building standards in relation to premises formerly designated as Crown property and complex fire engineered designs
- An understanding of relevant fire safety guidance, British Standards and good practice in relation to premises used as Offices, Places of Assembly, Places of Entertainment and for high profile parliamentary events

#### **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

**Experience of incident management:**

- Fire & Rescue Service officer at the level of Group Manager or similar, for example

**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

Please demonstrate evidence of these qualities in your application.

**How to apply**

To apply, please send your application demonstrating your **Skills, Qualifications and Experience** to [jobs@parliament.scot](mailto:jobs@parliament.scot) by **5pm, 20 July 2018**.

**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 and flexible working arrangements and family-friendly policies.

**Salary**

The salary range for this post is shown below:

Minimum	Year 1	Year 2	Year 3
£14,144	£15,162	£16,179	£17,539

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.

## Other Information

### Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1623.6 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

### Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement will be pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

### Pension

Unless you choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards your Civil Service pension. More information can be found on the Civil Service Pensions website at [www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)

### Age

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning [Performance](#), [Attendance](#) and [Conduct](#).

## **Travelling and Other Expenses**

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

## **Probation**

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

## **Outside and Political Activities**

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

## **Health and Safety**

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

## **Data Protection**

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.

## **Suggestions**

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

## Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

## Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

## Visa and Work Permits

There are no nationality restrictions on who the SPCB employs. You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

**Please note that this document is provided for information only and does not form part of the SPCB's terms and conditions of employment.**

## Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.