POSITION DESCRIPTION

Position Title: Senior Fire Safety Officer
Organisation Unit: Property and Facilities Division
Position Number: 3022385
Type of Employment: Continuing Full-time
Classification: HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment
The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates medical and dental schools in Brisbane and a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University’s teaching and research goals and its strategic objectives of Learning, Discovery and Engagement. To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: UQ Sustainability, Energy and Transport systems, Construction and Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking), Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch) and Business & Systems (business, administrative, HR, finance, and IT support).

UQ’s environmental and sustainability initiatives have gained significant recognition. P&F manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The Sustainability website (www.uq.edu.au/sustainability) provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ’s research in the area of sustainability, partnerships with community industry and government, and the University’s carbon management strategy. You are encouraged you to visit the Sustainability website.

Further information about the Property and Facilities Division may be accessed on the Division’s web site at www.pf.uq.edu.au.

The Security Section’s responsibilities are to provide and maintain a protected and secure environment for all persons on University sites; to protect University assets from theft, damage or destruction; to respond to emergencies; and to ensure that all University Statutes and Senate directives are adhered to. These responsibilities must be undertaken within the legal parameters of the law and standards set must be consistent with general community standards.

Further information about the Security Section may be accessed on the Section’ web site at www.pf.uq.edu.au/security.

Information for Prospective Staff
Information about life at UQ including staff benefits, relocation and UQ campuses is available at - www.uq.edu.au/current-staff/working-at-uq.
DUTY STATEMENT

Primary Purpose of Position
The Senior Fire Safety Officer (SFSO) is responsible for fire safety risk management for the University. The position is required to develop, implement and manage systems to minimise the risk of fires and ensure statutory compliance.

Duties

Duties and responsibilities include, but are not limited to:

- Responsible for maintaining the Fire Warden Database and University Fire Safety Management Plan.
- Provide technical advice to P&F and other University staff as required in relation to fire safety regulations.
- Ensure all provisions of the UQ Fire Safety Management Plan (FSMP) are undertaken within the set timeframes, including systems, housekeeping and annual fire inspections of all buildings and UQ sites.
- Ensure all legislative requirements in relation to fire safety and evacuation exercises are completed within the set timeframes.
- Responsible for the investigation and reporting of all fire incidents on all University sites in conjunction with Queensland Fire and Emergency Services.
- Conversant with the University Crisis Management Plan (CMP) and their responsibilities under that and Security Emergency Response Procedures.
- Collaborate with the Queensland Fire Services and participate in building inspections as required.
- Respond to priorities, fire system faults out of hours, if required
- Co-ordinate and provide advice on training requirements and inductions on fire safety
- Liaise with Health, Safety and Wellness Division (HSWD) and attend team meetings with HSWD.
- Perform other reasonable duties as required by the Manager Security.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Security Policy and the Security Standards of Operation and Standards of Personal Conduct.
- the University’s Code of Conduct.
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.

Organisational Relationships
The Senior Fire Safety Officer reports to the Manager, Security.
SELECTION CRITERIA

Essential

- Completion of a degree with at least four (4) years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training;
- Established knowledge and experience in relation to fire safety systems and buildings fire safety.
- Excellent communication skills (both written and oral) with the ability to work with a high degree of autonomy, and demonstrated organisational and time management skills in meeting strict deadlines whilst maintaining a high level of quality and consistency.
- Well-developed interpersonal skills to effectively interact with a wide range of facility stakeholders and external service providers, even when faced with unfair criticism and negative feedback.
- Demonstrated ability to remain abreast to changes in fire systems and to continually assess the impact of new technology on the University Fire Systems.
- Demonstrated computer skills such as the application of Microsoft Office software products and applications and use of Database systems used by the Fire Section.
- Ability to undertake effective fire safety audits and inspections and to report findings and recommendations to the Manager Security or other relevant stakeholders.
- Experience in problem solving and demonstrated analytical judgement in relation to Fire Systems and associated processes.
- Must be innovative with a strong commitment to continuous improvement and a willingness to apply initiative in carrying out the duties of the position.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
- Must hold a current Queensland open drivers licence (manual)

Desirable

- Train the trainer certification or equivalent and a Workplace Health and Safety Certificate are desirable
- Extensive knowledge of fire safety infrastructure, systems and legislation in an institutional environment.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to UQ Recruitment at recruitment@uq.edu.au