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 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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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 Australian Teaching and Learning Council Awards for Teaching Excellence 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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.

Organisational Environment

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates a number of sites in Brisbane, including the Medical School and Long Pocket site as well as 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: Infrastructure and Sustainability, Energy, Engineering services, Transport systems, Project Delivery, Site Planning, Space and Property services, maintenance 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 and other Systems (i.e. business improvements, administrative).

UQ’s environmental sustainability initiatives have gained significant recognition. Property and Facilities Division, manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The website 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. I encourage you to visit the website at www.uq.edu.au/sustainability

Further information about the Property and Facilities Division may be accessed on the Division’s website at http://www.pf.uq.edu.au

Information for Prospective Staff

Travel options to and from campus include bicycle, bus, ferry, train and taxi. Parking spaces are limited and require pre-paid permits. Some casual parking is available in metered spaces. http://www.uq.edu.au/about/transport

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 fire safety training and technical advice to appropriate staff and other University staff as required by the Manager Security.
- 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.
- 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.
• Perform other duties as required by the Manager Security
• Respond to priorities, fire system faults out of hours, if required
• Training/induction on fire safety
• Key activities FSMP/Prevent Fires/Annual building audit
• Liaise with Health, Safety and Wellness Division (HSWD) and attend team meetings with HSWD.

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

- 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 of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The Senior Fire Safety Officer will report directly to the Manager Security who in turn reports to the Associate Director, Campus Operations, Property and Facilities Division.

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;
• Extensive relevant experience managing large fire safety management system.
• Hold a current Queensland open drivers licence (manual)
• Demonstrated experience and knowledge of fire safety systems and buildings fire safety.
• Sound financial management skills in preparing and monitoring budgets, both revenue and expenditure.
• Excellent computer skills and experience in the use of Microsoft Office software products and applications and use of Database systems.
• Demonstrated strong written and oral communication skills and the ability to liaise with all levels within the University community and external service providers.
• The ability to keep up with changes in fire systems and to continually assess the impact of new technology on the University Fire Systems.
• Must possess the ability to undertake effective fire safety audits and inspections and to report findings and recommendations to the Manager Security.
• Previous demonstrated experience effectively managing and conducting fire safety training and fire safety evacuation programs and exercises.
• Ability to work well under pressure and to remain professional in the face of unfair criticism and negative feedback, particularly from staff and people external to P&F.
• Experience in problem solving and analytical traits 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.
• Must have a strong work ethic, be self-motivated and strive to meet deadlines and targets.

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.
• Sound knowledge of the role of Property & Facilities Division and the interfaces between its various sections, and how the position works within this framework.

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.

This role is a full-time position; however flexible working arrangements may be negotiated.