

## POSITION DESCRIPTION

<b>Position Title:</b>	Fire Safety Officer
<b>Organisation Unit:</b>	Property and Facilities Division
<b>Type of Employment:</b>	Casual
<b>Classification:</b>	HEW Level 6

## 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45<sup>th</sup> in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 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 \$11 billion+.

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 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: 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 Finance & Business and other Systems (i.e. business improvements, administrative, HR, finance, and IT support).

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](http://www.uq.edu.au/sustainability)

Further information about the Property and Facilities Division may be accessed on the Division's web site at <http://www.pf.uq.edu.au>

## **Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

## **DUTY STATEMENT**

### **Primary Purpose of Position**

The Fire Safety Officer (FSO) is responsible for assisting the SFSO with fire safety risk management for the University. The position is required to assist in the development, implementation and management of systems to minimise the risk of fires and ensure statutory compliance.

## Duties

Duties and responsibilities include, but are not limited to:

- Assist the Senior Fire Safety Officer (SFSO) in responding to emergencies (fire, gas, chemical) and help coordinate First Response emergency procedures for fire, smoke and chemical emergencies.
- Assist the SFSO with follow up, investigation and reporting on matters relating to Fire Safety including all fire incidents, unwanted alarms and dangerous situations.
- Investigate and follow up reported technical and safety issues with the SFSO.
- Perform building inspections and rectify issues prior to liaising with the Queensland Fire and Emergency Service (QFES) and follow up on any QFES requests resulting from the inspections.
- Assist the SFSO to ensure all legislative requirements in relation to fire safety and evacuation exercises are completed within the set timeframes.
- Carry out building fire safety surveys on all buildings annually and follow up as required.
- Evaluate Emergency Evacuation Response drills and follow-up (Annually for each building) and maintain the Emergency Evacuation Drill and Lockdown Drill database.
- Provide updates for Building specific evacuation plans and diagrams and review periodically as required by legislation.
- Maintain and update Annual online fire training and database.
- Arrange and coordinate training and induction on fire safety bookings.
- Maintain unwanted alarms database.
- Assist with audits of building works (defects/compliance reports/handover reports) and update Baseline database as required by AS1851-2012.
- Respond to priorities, fire system faults out of hours, if required.
- Perform other duties as required by the Senior Fire Services Officer.

## Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  - 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 Fire Safety Officer will report directly to the Senior Fire Safety Officer who in turn reports to the Manager Security.

## SELECTION CRITERIA

- Completion of a degree with subsequent relevant experience or completion of a certificate in building fire safety or equivalent and extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Must hold a current Queensland open drivers licence (manual).
- Experience and knowledge of fire safety systems and buildings fire safety.
- Experience and knowledge of fire safety infrastructure, systems and legislation in an institutional environment.
- Knowledge of the role of Property & Facilities Division and the interfaces between its various sections, and how the position works within this framework.
- Excellent communication and writing skills combined with demonstrated experience with a wide range of stakeholders and external service providers.
- Computer skills such as the application of Microsoft Office software products and applications and use of Database systems used by the Fire Section.
- 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 Senior Fire Safety Officer.
- 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.
- Workplace Health and Safety Certificate is desirable.

*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](#) for further information and points of contact if you require additional support.*

*Accessibility requirements and/or adjustments can be directed to [recruitment@uq.edu.au](mailto:recruitment@uq.edu.au).*