



## **Health and Safety Office**

### **Fire Safety Officer (Up to 2 Years Contract)**

Dublin City University is seeking to appoint a Fire Safety Officer, based in the Health and Safety Office. The successful candidate must hold a primary degree and have at least three years relevant experience in a similar role. Excellent written and verbal communication skills are required, as well as a thorough knowledge and understanding of all relevant legislation, codes and standards required for the role. A postgraduate qualification in fire engineering/fire safety practice is desirable.

Reporting to the Health & Safety Officer, the Fire Safety Officer will be responsible for the further development and implementation of the fire safety management system on campus.

In particular the post holder will be responsible for:

1. Maintaining the DCU Fire Safety Register and individual building Fire Record Books and other record systems for all DCU Buildings.
2. Compiling a register of maintenance carried out on all life safety systems at DCU and providing input to ensure Operations and Maintenance Manuals for life safety systems at the University meet the legislative requirements.
3. Assisting in the development and review of fire safety policy.
4. Maintaining individual building pre fire plans and fire registers in accordance relevant legislation.
5. In consultation with the Health and Safety Steering Group, further developing the overall DCU Fire Safety Management Policy.
6. Liaising with School/Unit Heads in all buildings to ensure daily, weekly and monthly inspections are completed and documented.
7. Providing a quarterly update on fire safety to the University's Health and Safety Steering Group.
8. Preparing an annual report on DCU's fire safety performance for the Health and Safety Steering Group for inclusion in that Group's annual report to the University's Executive.
9. Carrying out periodic inspections of DCU buildings to identify defects in fire safety systems including emergency lighting, fire detection, fire compartments, fire doors, final exit security measures as well as identifying deficiencies in fire alarm panel programming
10. Investigating the root causes of all fire alarm activations, whether false alarms or fire incidents with a view to preventing recurrence
11. Reviewing current practices in relation to fire alarm response including the Fire Warden and Security team response with a view to continuous improvement. .
12. Liaising with the Estates Office in relation to reviewing the performance of contractors engaged in the maintenance of life safety systems on campus.

13. Providing review and inspection of hot work sites within DCU.
14. Planning and managing evacuation drills across all buildings on campus
15. Developing & delivering training & raising awareness of staff and students in relation to fire safety
16. Establishing and maintaining a central storage, retrieval and register system for the Fire Safety Certificates (and supporting documentation) for all buildings on campus.
17. Providing advice and guidance to estates office relating to fire safety requirements in proposed building projects, temporary structures and student activities.
18. Providing advice and guidance to all staff in relation to fire safety issues which may arise across the campus.
19. Assisting in fire safety management of major events/functions on campus.
20. Any other relevant duties that may be assigned by line management from time to time

**Salary Scale:** €37,361 - €50,750  
€33,625 - €45,675\*

\*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience.

**Closing Date:** 28<sup>th</sup> March 2014

**Enquiries should be directed to** Ms. Eileen Tully – DCU Health and Safety Office  
[eileen.tully@dcu.ie](mailto:eileen.tully@dcu.ie)

**Application Procedure:**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500  
Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Applications should be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

***Dublin City University is an equal opportunities employer***