



**Health and Safety Office
Fire Safety Officer
(Senior Administrative Assistant II)
Permanent Contract**

Background

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing University and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

The Role

The Health and Safety Office provides advice, assistance and support on all aspects of occupational health & safety to DCU Management, Staff and Students and in doing so maintains the University in good standing in relation to Health & Safety legislative obligations and national and international best practice. Working as part of a four person team, the Fire Safety Officer will report to the Health and Safety Officer. The Fire Safety Officer will be responsible for the further development and implementation of the DCU fire safety management system across the DCU Glasnevin, All Hallows, St Patricks and Alpha Campuses.

The post holder will initially be primarily located on the DCU Glasnevin campus but in the course of the role will be required to operate across all DCU campuses.

Duties and Responsibilities

The following is a broad but not exhaustive list of the principal duties of the post;

- Support the Health & Safety Manager in ensuring that the University's health and safety management system is implemented consistently across all our operations
- To promote a continuous improvement culture in relation to health and safety work practices throughout the University
- Assist the Health & Safety Manager and individual business units with accident and incident investigation to ensure effective learning, root cause analysis and close out of such events.
- Developing and maintaining the DCU Fire Safety Register and individual building Fire Record Books and other record systems for all DCU Buildings.
- 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.
- As part of DCU's Emergency Response Team, providing expert advice in relation to fire safety issues and further development of the DCU Emergency Response Plan
- Liaising with Dublin City Council and Dublin Fire Brigade in relation to compliance with fire safety legislation and emergency response exercises
- Establishing and maintaining individual building pre fire plans and fire registers in accordance relevant legislation.
- In consultation with the Health and Safety Steering Group, further developing the overall DCU Fire Safety Management Policy.
- Liaising with School/Unit Heads in all buildings to ensure daily, weekly and monthly inspections are completed and documented.
- Providing a quarterly update on fire safety in DCU to the University's Health and Safety Steering Group.
- 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
- 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

- Investigating the root causes of all fire alarm activations, whether false alarms or fire incidents with a view to preventing recurrence
- Reviewing current practices in relation to fire alarm response including the Fire Warden and Security Team response with a view to continuous improvement.
- Liaising with the Estates Office in relation to the performance of contractors engaged in the maintenance of life safety systems on all campuses.
- Providing review and inspection of hot work sites within DCU
- Planning and managing evacuation drills across all campuses
- Developing and delivering training in relation to fire safety, manual handling and other training as required
- Raising awareness of staff and students in relation to general safety issues, in particular fire safety and to support continual improvement in DCU's safety performance
- Establishing and maintaining a central storage, retrieval and register system for the Fire Safety Certificates (and supporting documentation) for all DCU buildings.
- Providing advice and guidance to DCU Estates Office relating to fire safety requirements in proposed building projects, temporary structures and student activities.
- Assisting in fire safety management of major events/functions on campus.
- Any other relevant duties that may be assigned by line management from time to time

Key Requirements/Qualifications

- A primary degree is essential, preferably in a relevant science or engineering discipline or a or a primary degree and postgraduate qualification in fire engineering/fire safety practice
- Membership (ideally chartered membership) of a recognised professional body such as IOSH or Engineers Ireland
- At least 5 years relevant experience in a similar role
- Demonstrated ability to work both independently and as part of a team
- Professional approach, coupled with strong interpersonal skills.
- Excellent verbal, written communication, presentation and training skills
- Flexible and self-motivated.

- A thorough knowledge and understanding of all relevant legislation, codes and standards required for the role.
- The ability to interpret legislation in the context of the higher education sector
- Experience in carrying out fire risk assessments and preparing/reviewing Fire Safety Certificate applications is desirable. Experience in the use of AutoCAD is desirable but not essential. QQI Level 6 Manual handling instructor training is desirable but not essential.

Mandatory Training

The postholder will be required to undertake the following mandatory compliance training: Orientation, Overview of the DCU Risk Management Process, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale: €48,468 - €65,543*

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Closing Date: 25th October 2019

Informal Enquiries in relation to this role should be directed to:

Ms Paula Kierans – DCU Health and Safety Office.

Phone: 01 700 8896

Email: paula.kierans@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies (open competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149.

Please clearly state the role that you are applying for in your application and email subject line: #BC1024 Fire Safety Officer, Health and Safety Office

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: (01) 700 5500 or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

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