



Health and Safety Office

Fire Safety Officer (Senior Administrative Assistant II)

Background

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;

- 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 and raising awareness of staff and students in relation to fire safety
- 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

- A Primary Degree and/or Masters in a relevant engineering discipline
- 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.

Salary Scale: €46,513 - €63,251*

**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: 31st March, 2017

Enquiries should be directed to Eileen Tully – DCU Health and Safety Office

Eileen.tully@dcu.ie

Applications forms are available at: <http://www4.dcu.ie/hr/vacancies/current.shtml>

and from the

Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax:

(01) 700 5500 Email: hr.applications@dcu.ie

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