

**Fire Regulatory Compliance Officer  
(1.0FTE)****The Glasgow School of Art**

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The Glasgow School of Art (GSA) is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2050 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition towards 2018 is to continue to grow our student community in Glasgow to our 25% target, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff, 80% of which are research active, form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and one of Scotland's largest percentages of students from the rest of the UK. Over the last five years over £65 million has been invested in our estates including the recently opened Reid Building. Further investment is currently being planned which will create a cohesive creative campus with the iconic Mackintosh Building at its core.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

### The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21<sup>st</sup> Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

### The Role

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Job Title	Fire Regulatory Compliance Officer (1.0FTE)
Location	Estates (Under Review)
Reports to	Maintenance Manager (Under Review)
Purpose	<p>To assist in:</p> <ul style="list-style-type: none"><li>• Providing assurance that GSA complies with fire legislation;</li><li>• Providing cross GSA fire risk and fire safety advice and support on all relevant aspects of fire matters;</li><li>• Developing GSA's Fire Safety Policy and reviewing Fire Safety Management in compliance with Fire Legislation.</li></ul>

### Principal Accountabilities

This post is a specialist role. The post holder requires a sufficient level and range of knowledge and skills to assist in providing professional fire services designed to assure that fire policies and systems operate effectively.

The principal duties and responsibilities of the post holder are:

- The development and undertaking of GSA's fire management including fire risk assessment and risk training procedures and guidance notes/codes of practice to support compliance with relevant fire regulations;
- Monitoring and reviewing GSA's fire management and Estates Health & Safety compliance certification(s) to ensure testing is undertaken;
- Maintaining up to date knowledge of current and proposed legislation in order to support the interpretation, evaluation and implications of fire legislation and related developments on GSA's activities;
- Providing advice, guidance and support on fire management particularly in relation to operational matters;
- Providing advice, guidance and support to the individual Schools/Departments, including risk assessment and workplace inspections;
- Providing advice and support for fire incidents and investigations;
- Assisting in the identification of staff fire training needs and the development and delivery of fire training programmes for staff including induction and where appropriate evaluating training provided by external bodies;
- Supporting academic colleagues in developing and, where appropriate, delivering fire training for students relevant to their disciplines;
- Assisting in preparing papers for GSA's Occupational Health and Safety Committee;
- Contributing through the provision of an annual report and statistics on performance to the Director, Executive Group, Occupation Health & Safety Committee, Board of Governors and Scottish Funding Council;
- Liaising with Trade Union and Employee Representatives in relation to aspects concerning fire within GSA, and taking part in working groups;
- Liaising with relevant government and other enforcement agencies to promote constructive cooperative working practices to achieve both compliance with legislation and optimum service delivery;

- Undertake any such duties as the Head of Department may reasonably request;
- Undertake fire drills, monitor alarms and alarm calls, attend fire alarms, and recommend necessary fire precautions and systems;
- Organise testing of fire alarms, fire fighting equipment and instruct necessary maintenance and repairs.

### Key Challenges

To make GSA an establishment which can be proud of its fire safety record and performance, a performance based on actual achievement and real commitment to continuous improvement. This can be achieved through a sound and robust application of fire management and:

- Continuing to improve our fire safety culture;
- Encouraging staff (Academic and Support) and students to show a genuine, commitment to maintain fire safety standards;
- Protecting staff, students, and members of the public and others who could be affected by GSA activities;
- Improving working relationships within GSA and with other educational establishments.

### Relationships

#### Internal Contacts:

- Directorate
- Executive Group
- Heads of School/Support Departments
- Estates
- Human Resource Department
- Health & Safety
- All levels of staff throughout the School
- Students throughout the school

#### External Contacts:

- University Fire Officers
- Universities and Colleges Employers Association
- HSE
- Scottish Fire and Rescue Service

### Background Experience/Qualifications

- NEBOSH Diploma, IFireE, Degree in Occupational Health and Safety or equivalent with appropriate post qualification experience;
- Chartered status;
- Experience of working within a medium/large organisation as Fire/Fire Risk Advisor;
- Experience of supporting the development and implementation of fire management systems (policies, procedures, guidance etc.);
- Experience of undertaking active monitoring inspections, risk assessments, incident investigations;
- Experience of supporting the development and delivery of fire training programmes;
- Experience of working within a Higher Education Institution is desirable.

### Person Specification

- Demonstrate knowledge and understanding of issues involved and the requirements for managing fire risk and safety;
- Ability to interpret legal requirements and advise on managements and practical solutions for operational health and safety issues;
- Ability to accept responsibility and make decisions, instruct, seek resources and implement solutions;
- Ability to work autonomously and to use own initiative, but recognise when appropriate escalation measures should be used;
- Ability to work under pressure, prioritise work and work to deadlines;
- Ability to deal with a wide variety of people operating at different levels within GSA;
- Demonstrate knowledge of the issues relating to contractor management and, where appropriate, advise on fire safety and precautions;
- Ability to liaise with people at all levels within the internal and external environments;
- Excellent written and verbal communication skills, the post holder must be a self-starter who can demonstrate a high level of organisational ability;
- Good working knowledge of Microsoft Office products particularly Excel, Word and PowerPoint will be required;
- The post holder should be capable of functioning as part of a team in a shared office and will demonstrate a willingness to undertake relevant training and development;
- A commitment to the delivery of a high quality, customer focused service is essential as is a commitment to Equal Opportunities and Diversity;
- Willingness to undertake training in relation to Health & Safety.

## Terms and Conditions

Contract: Permanent (1.0 FTE)

Probationary period: 6 months

It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description

Salary: Grade 5, £26,052 – £30,175, per annum

Hours: The post is based on a standard 35-hour week.

The post holder will be required to attend School properties during unsocial hours expected to be 7 hours per week over Monday to Sunday, inclusive, to undertake inspections/monitor/reporting within the 35 hour week.

Holidays: 30 days plus 11 statutory holidays

Pension: Option to join Strathclyde Local Government Superannuation Scheme

Notice period: 1 month