

# Job Opportunity

## Fire Safety Officer

<b>Purpose of job</b>	Implement fire safety continual improvement plan. Required to work closely with Head of Infrastructure , EHS Manager and Facilities Manager To implement a process of fire safety continual improvement and act as fire safety Appointed Competent Person
<b>Location</b>	Dorset Innovation Park, Winfrith
<b>Employment status</b>	Inside IR35 Contractor

Outline of knowledge, skills and personal qualities required across the range of roles and examples of the types of application shown below. Training and development relating to the specific job role will be provided.

### Key accountabilities

Focal point on all aspects of fire safety, including:

- Acting as the appointed competent person for fire safety
- Reviewing and developing fire safety policies and procedures
- Ensuring best practice and legal compliance
- Implementing actions from external fire risk assessments
- Inspections of fire doors, exits, and exit routes

Liaison with others (key relationships)

- Working closely with the Head of Infrastructure, EHS Manager and Facilities Manager
- Reporting updates and progress
- Point of contact for external fire risk assessors, fire alarm and extinguisher contractors and Fire and Rescue Service

### Knowledge, skills and personal qualities required

- Good sound knowledge and understanding of application of Regulatory Reform (Fire Safety) Order 2005, and DCLG guidance
- Working knowledge and understanding of application of Approved Document B and relevant British Standards
- Knowledge and experience of fire safety best practice and principles
- Strong communication skills

Essential:

- Recognized fire risk assessment qualification (NEBOSH, Institute of Fire Engineers, CS Todd, or equivalent)
- Managing Fire Safety (Responsible Person) training (this can be combined in the above on 4.5 day and upward courses if specified)
- Two years experience working in fire safety

Ideally (but not essential):

- Membership of a relevant professional body, such as the Institute of Fire Engineers or Institute of Fire Safety Managers at Technician / Associate level
- Fire Door Inspection Scheme Diploma (DipFD)
- Fire Marshall train the trainer qualified

... a sound decision

## Knowledge, skills and personal qualities required (continued)

Desirable:

- Membership of a relevant professional body, such as the Institute of Fire Engineers or Institute of Fire Safety Managers at Member / Fellow level
- Fire Door Inspection Scheme Certified Inspector (CertFD)
- Confederation of Fire Protection Associations Europe Diploma in Fire Prevention or equivalent

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## Behavioural requirements

- Personally very organized and self-motivated;
- Strong communication and leadership skills
- Technically proficient, able to identify / manage technical issues
- Able to multi-task and prioritize work load
- Adopts a pragmatic approach to manage conflicts and issues
- Flexible and adaptive
- Promote a positive cultural attitude

## More information

The successful candidate must be able to achieve full SC (Security Clearance).

## How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to [Recruitment@uk.atlas-elektronik.com](mailto:Recruitment@uk.atlas-elektronik.com) by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

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