



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

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# *Welcome from* *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

**COMPASSION** caring about our patients and our staff

**ACCOUNTABLE** and responsible, always improving

**RESPECT** for all colleagues, patients and their families

**ENCOURAGING** and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'Alex'.

Alex Whitfield, chief executive

# Job Description

<b>Job Title</b>	Fire Safety Adviser
<b>Department</b>	Governance
<b>Division</b>	Corporate
<b>Salary Band</b>	Band 6
<b>Accountable To</b>	Fire Safety Manager
<b>JOB SUMMARY</b>	
<p>To work as a core member of the fire safety team to develop and maintain a fire safety culture and environment which will reduce the risk of harm to patients, staff and visitors. This includes the delivery of proactive work programmes of awareness raising, risk assessments and inspections in compliance with legislative frameworks.</p> <p>The post holder will work to ensure that the Trust's fire safety activities reflect national and local guidance and initiatives in relation to fire safety requirements. The post holder will work with the fire safety manager to provide assurance that the Trust is meeting statutory and regulatory requirements relating to these functions and where there are gaps these are clearly and robustly articulated in reports and forward mitigation plans for delivery.</p> <p>The post holder will support the fire safety manager to ensure that appropriate policies, procedures, systems and arrangements are in place to support fire safety and that robust governance processes are in place to monitor the implementation and effectiveness of compliance within and across the Trust. This includes the prioritisation of fire safety improvement works.</p> <p>The post holder will support the fire safety manager in relation to fire safety issues with specific reference to the NHS Firecode standards and the requirements of the Regulatory Reform (Fire Safety) Order 2005.</p>	
<b>KEY RESULT AREAS/RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Provide professional advice and support on issues relating to fire safety. Maintain and develop specialist knowledge on relevant legislation and guidance</li> <li>• Support the Trust fire safety manager in the development, dissemination and implementation of the Trust Fire Safety Policy and associated fire safety management system. Work with operational managers to ensure that fire safety is managed in line with the Trust Fire Safety Policy. Ensure the effective and appropriate translation of fire safety strategy into practical application through the active promotion of fire safety</li> <li>• Provide the interpretation and application of the provisions of the Regulatory Reform (Fire Safety) Order 2005, Building Regulations Approved Document B, HTM 'Firecode', Trust Fire Safety Policy and other official guidance and legislation in respect of fire safety in NHS premises. Ensure fire safety statutory compliance is co-ordinated and maintained</li> </ul>	

- Deliver the Trust Fire safety management system to provide for fire safety assurance and the development of a longer term fire safety strategic objectives. This includes identifying areas for improvement.
- As part of the fire safety team, deliver the programme of fire risk assessments of premises as required by the Regulatory Reform (Fire Safety) Order 2005. Undertake or lead fire risk assessments including within specialist areas as required. Ensure the dissemination and practical application of fire risk assessments to operational leads and staff with specific fire responsibilities. Ensure robust tracking of actions required from fire risk assessments is in place
- Manage the maintenance of corporate fire safety records and the development of local fire safety manuals for Trust premises
- Ensure departmental Teams maintain an up to date and sufficient fire response plan
- As part of the fire safety team, co-ordinate fire safety advice on the interpretation and implementation of the Regulatory Reform (Fire Safety) Order 2005, Building Regulations Approved Document B, HTM 'Firecode', and provide fire safety advice and assistance to other employers where two or more of their staff share Trust premises
- Support the fire safety manager with the preparation of fire safety reports and audits in accordance with agreed schedules for Trust Committees including at Board level. Co-ordinate the implementation of actions and audit findings, and monitor and report on progress. Make recommendations for policy changes to ensure ongoing effectiveness across all Trust services and functions.
- Deliver mandatory fire safety and evacuation training programme for all staff employed by the Trust and regular users of premises. Assess and renew the delivery and uptake of training and report findings as required.
- Input to the fire safety key performance indicators as part of the fire safety governance and assurance requirements.
- Arrange and lead in regular liaison meetings with Fire & Rescue Services. Escalate and co-ordinate the response to issues identified. Liaise with other external regulatory bodies and insurers as required.
- To liaise with Project Teams, Local Authorities and other organisations relevant to the scope of project works in order to ensure that the Trust complies with both legislation and guidance with regards to fire safety requirements. To co-ordinate the provision of professional advice on fire safety issues arising as a result of projects and re-organisation of services the review of specifications, drawings, tender documentation, and the development of the project fire safety plan. Provide technical fire safety advice on building and engineering projects for the Trust including capital and minor works. Undertake or co-ordinate site inspection and handover duties as required
- Support the fire safety manager to co-ordinate advice to operational managers in the arrangement of practical fire drills and exercises with the NFRS to test operational plans and procedures
- Record, investigate and report on fire incidents and unwanted fire signals. Maintain comprehensive records of all fire incidents and investigations ensuring that trends are identified and that advice is given to the appropriate parties for remedial action to reduce incidents
- Take an active role in appropriate meetings
- Oversee fire prevention systems (e.g. fire alarms) and provide advice on these systems
- Manage the hot work permit system for all Trust sites
- Champion and model a positive fire safety culture

#### TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

#### ADDITIONAL INFORMATION

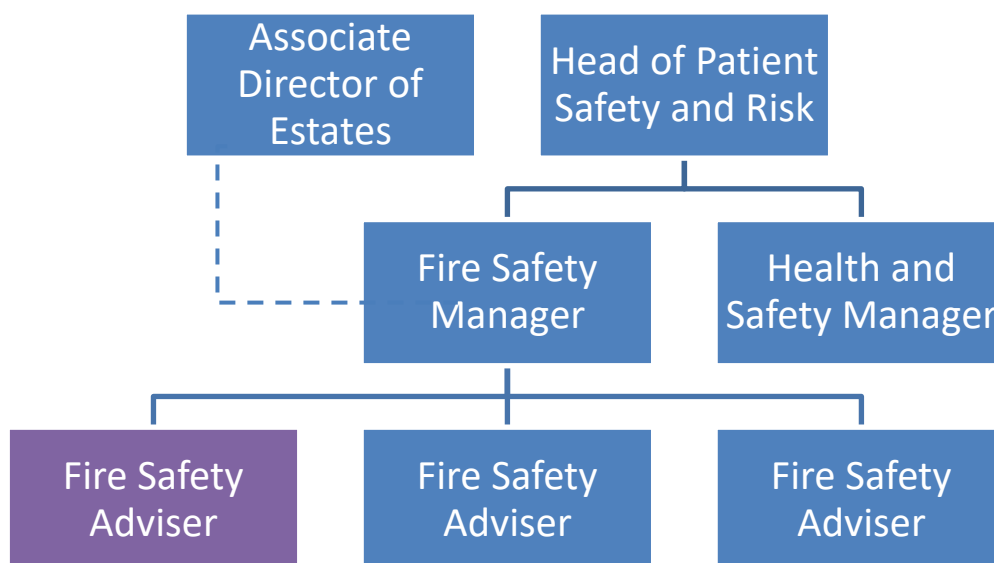
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

#### ORGANISATION STRUCTURE



# Person Specification

Job Title: Fire Safety Adviser	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>Recognised qualifications relating to fire safety</li> <li>Evidence of ongoing knowledge attainment including CPD and training in fire safety</li> </ul>	<ul style="list-style-type: none"> <li>Fire safety or fire engineering degree</li> <li>Membership of a professional fire organisation</li> <li>Training qualification</li> </ul>
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Experience in providing technical direction with regard to fire safety management</li> <li>Experience of managing and ensuring building compliance according to fire safety regulations, professional guidance and good practice</li> <li>Experience of undertaking relevant audits/inspection, fire risk assessments and provide solutions</li> <li>Experience of arranging and delivering fire safety training to non-fire personnel</li> <li>Fire risk assessment techniques and associated control measures to mitigate risk</li> <li>Incident investigation and report writing</li> <li>Fire safety legislation, guidance and fire safety management processes</li> <li>Practical knowledge of interpreting Building Regulations</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of fire safety management in an acute hospital environment</li> <li>Experience of working with HTM 'Firecode'</li> <li>Experience of fire safety project management and provision of advice to project management teams for a wide range of type and size of capital works</li> </ul>
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills</li> <li>Team management, development and building</li> </ul>	<ul style="list-style-type: none"> <li>Ability to liaise with external agencies i.e., Fire and Rescue Services, Health &amp; Safety Executive, Local Authority Planners</li> </ul>

<p>skills</p> <ul style="list-style-type: none"> <li>• Able to build constructive relationships using good communication skills</li> <li>• Self-motivating: persuasiveness, influencing and interpersonal skills</li> <li>• Experience in report writing and presentation skills</li> <li>• Ability to deliver fire training programmes based on risk and legislative compliance</li> <li>• IT skills e.g. Microsoft 365 and other systems</li> </ul>	
<b>Other Specific Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• This post will require travel to the three main sites</li> </ul>	

**Post holders signature:** ..... **Date:** .....

**Managers' signature:** ..... **Date:** .....



# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

### Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.



### **Governance and Risk**

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

### **Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

### **Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

### **MCA**

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

### **Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

### **Climate Action and Sustainability**

- Green Plan: Ensure that the role and working practices contribute to the implementation of the Trust's Green Plan.
- Carbon emissions: Use the most sustainable and lowest carbon ways of working.
- Sustainability: Wherever possible reduce waste and maximize recycling. Phase out single use plastic items and switch to re-usable ones, where appropriate.
- Procurement: Where goods and services are procured, that the most sustainable items with the lowest carbon impact are selected.
- Digital: Maximize the use of digital solutions and reduce use of paper, where possible.
- Care Pathways: Streamline care pathways and reduce patient travel, where clinically appropriate.
- Adaptation: Identify ways to mitigate the risks of climate change and take steps to adapt, where needed (e.g. to stop buildings from overheating.)