

Job Description

Job Title : Assistant Manager (Fire & Safety)

Job Location : Patiala

Position Reports To : General Manager (CMS)

Main Purpose

Fire Safety Officer is responsible for ensuring and maintaining fire safety for the institute. Knowledge of fire safety codes and regulations, implement preventative measures, maintain buildings safety standards, create and implement safety policies and train in appropriate fire safety procedures.

Qualification	Any Engineering, Graduation with Diploma in Fire & Safety Management or Certification in Fire and Safety. MBA would be desirable.
Experience	More than 5 years of experience of plumbing and drainage work
Competency	<ul style="list-style-type: none"> • Strong inter-personal skills, including influencing and networking • Excellent Communication skill; both written and verbal • Good listening skills • Persuasiveness and assertiveness • An understanding of and empathy with the issues and challenges of students • Ability to respond effectively to the needs of a diverse and demanding student population

Relationships

Internal Relationships: Team members, Deputy Director, Deans, Head Commercial, Finance Officer, Head of Departments, Deans, Students.

Specific Accountability & Job Responsibility

General and Task Management

- Advising on fire issues relating to building structure and fabric, services, alterations and maintenance
- Advising on new build fire safety requirements
- Co-coordinating and monitoring the Institute programme of fire risk assessments.
- Liaising with the fire brigade and authorities involved in fire safety. Liaising with other managers and staff on fire safety issues
- Advising on fire issues relating to the day to day activities of occupants of halls of residence
- Giving advice and guidance on fire safety relating to disabled persons evacuation and compliance with equality act requirements, and the provision and maintenance of evacuation chairs and other aids.
- Advising Institute committees on fire safety issues relating to the above
- Giving advice and monitoring how incidents involving fire and fire alarm activations are investigated to identify problems and advise on corrective actions.
- General day to day monitoring of fire precautions
- Preparing annual reports on issues relating to fire safety and the Institute
- Representing the Institute on fire safety issues and facilitating cooperation with other employers where 2 or more occupy the same premises
- Monitoring and mitigation of unwanted fire alarm activations
- Carry out random inspections on site for safety improvement.
- Inspect the department to ensure the workplace meets the various safety requirements.
- Accompany staff from the Department of Environmental Health and Safety, Joint Health and Safety Committees, and external agencies during workplace inspections.
- Investigating all accidents and send reports to the Department of Environmental Fire and Safety.

- Review and analyze injury and incident reports and data.
- Develop injury and incident prevention strategies for their area
- Ensure that workplaces conform to organizational procedures and safety standards.
- Work with engineers and other professionals to ensure the safety of worksites and work practices.
- Ensure personal protective equipment (such as hearing protection, dust masks, safety glasses, footwear and safety helmets), is being used in workplaces according to regulations
- Ensure dangerous materials are correctly stored.
- Ensure an organization is aware of, and complies with, all legislation relating to its duty of care, workplace activities and the use of its plant, equipment and substances
- Coordinate emergency procedures, mine rescues, firefighting and first aid crews
- Ensure a safe workplace environment without risk to health.
- Ensure the completion and regular review of risk assessments for all work equipment and operations.
- Ensure that all accidents are documented, investigated and recommended improvements implemented.
- Ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.
- Co-ordinate the development of Fire & safety policies, systems of work and procedures.
- Ensure full and accurate health and safety and training records are maintained. Establish a full programme of documented health & safety inspections, audits and checks.
- Establish a structured programme of health & safety training throughout the Company.
- Liaise with external health & safety consultants in the provision of training programmes and health and safety services.
- Provide regular reports to the Human Resources Manager, Board of Directors/Senior Management Team on relevant health and safety activities.
- Respond to reports of unsafe conditions (e.g. electrical hazards, loose stair treads, etc.) by requesting repairs or maintenance. In some circumstances, material may have to be prepared for annual submission to the Repairs and Alterations budget.
- Adherence to departmental budget. Monitor and control cost factors and cost variance.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
 - Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 30th Sept 19.
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