NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION** |
| **Job Title: Fire Safety Manager (FSM)**  **Location: Board wide**  **Responsible to: Head of Property, (Deputy Nominated Officer, Fire)**  **Accountable to: Director of Facilities (Nominated Officer, Fire)**  **Department/Service area: Facilities Directorate** |
| 1. **JOB PURPOSE** |
| The Fire Safety Manager will provide specialised fire safety advice to NHS Tayside Managerial teams and coordinate and supervise the Boards fire safety advisors.  The role includes:   * Managing a fire safety team * Managing a range of fire safety training initiatives * Reporting on fire safety performance * Review Fire Risk Assessments (FRA’s) and agree action plans with Board colleagues   As the lead specialist for fire safety the Fire Safety Manager will provide advice on a range of projects including new premises and refurbishment to existing premises by surveying, evaluating and reviewing plans to ensure legal and mandatory compliance. |
| 1. **ROLE OF DEPARTMENT** |
| Fire Safety is a corporate function managed by the Facilities Directorate. The Facilities Directorate is responsible for a range of non clinical entities such as Estates service provision and patient services including patient and retail catering, domestic services, portering duties, decontamination services, and linen/laundry services (approximately 14,000 staff in NHS Tayside in total). |
| 1. **SCOPE AND RANGE** |
| The Fire Safety Manager will have managerial responsibility for 5 part time Fire Safety Officers positions in a restructured fire safety model within NHS Tayside  The large geographical spread of NHS Tayside premises varies from large multi-building campus-style Acute hospitals, to small single storey health centres.  This post holder will provide specialist technical advice to NHS Tayside Senior Managers and staff at all other levels on all aspects of fire safety to ensure the Board meets compliance with the regulatory requirements of The Fire (Scotland) Act 2005 and Scottish Building Regulations. The mandatory requirements of Scottish Health Technical Memorandum (Firecode), the Fire Policy for NHS Scotland and NHS Tayside’s Fire Safety Policy.  The Fire Safety Manager will assist NHS Tayside in fulfilling its obligations to minimise the occurrence of fire and ensure the safety of persons resorting to Board premises should a fire occur. Those persons include staff, patients, visitors, contractors, students, volunteers and NHS Tayside personnel who work in premises that are not owned or operated by the Board.  The Fire Safety Manager contributes to patient care by ensuring that hospitals and other healthcare premises have the requisite fire safety measures in place that provides a safe environment for patients, staff and others.  The Fire Safety Manager will implement the Boards’ Fire Safety Policy by ensuring that appropriate training is scheduled for all staff in line with the Boards established training matrix.    The primary duty of the Fire Safety Manager and wider fire safety team is to reduce the risk to staff, patients and others who resort to healthcare premises. Work includes completion and review of fire risk assessments, investigation of fire incidents through interviewing staff, examinations of fire areas, carrying out a Root Cause Analysis (RCA) and compiling a report, investigating the cause of fire alarm activations and putting actions in place to prevent their recurrence.  Carrying out and recording fire safety staff training via the NHS Tayside’s system to ensure that up to date records are available for reporting purposes.  The Fire Safety Manager will have a high degree of autonomy to secure final resolution of daily operational fire safety problems.  The Fire Safety Manager will assist fire safety advisors and Board colleagues to compile action plans following a building fire risk assessment and liaise with budget holders in this regard. |
| 1. **ORGANISATIONAL POSITION** |
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| 1. **MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| The below headings and bullet points cover the main tasks, duties and responsibilities of a FSM:  **Professional and leadership responsibilities**   * Liaise with, and support, the Nominated Officer (Fire) and Deputy Nominated Officers (Fire), providing technical support in the interpretation of the statutory and mandatory requirements for NHS Tayside, and any other fire safety related guidance/document including strategy and policy matters. * Provide specialist technical advice on suitable and adequate provision of fire safety including fire fighting equipment. * Regular contact with external colleagues including Scottish Fire and Rescue Service (SFRS), University of Dundee, Police Scotland, Health Facilities Scotland (HFS), Health and Safety Executive (HSE) and Local Authority representatives on a range of fire related topics. * The Fire Safety Manager will have a duty to maintain and develop an environment and culture that improves health and safety in the work place. * Contribute to service improvement by attending a range of internal and external meetings with a variety of stakeholders. * Develop the Boards fire safety policy and strategy and fire action plans for individual premises including providing detailed technical reports for proposed new buildings, analysing Architects’ designs, verifying legal and mandatory compliance, including fire engineering solutions and future-proofing buildings for NHS Tayside. * Evaluate plans for renovation and refurbishments representing the Board’s interest with regard to fire safety. This includes analysing, assessing and approving fire engineering strategies and checking that works are completed satisfactorily through construction to completion. * Liaise with the Estates and New Works Divisions of the Property Department to ensure a system is in place whereby work carried out on NHS Tayside sites have the appropriate fire risk assessments in place to ensure legal and mandatory compliance and prevent unnecessary risks by ensuring that Property Department and other similar service colleagues ensure contractors comply with the statutory and mandatory obligations in respect of fire safety. * Work with procurement and other NHS Tayside colleagues and contractors to ensure appropriate fire maintenance contracts are in place and support the management of these contracts. * Responsible for the direct line management of Fire Safety Advisors. * Provide leadership, motivation, support and developmental training to Fire Safety Advisor’s in managing the staff group effectively and efficiently, in accordance with NHS Tayside HR policies and procedures. * Critically analyse the replacement of vacancies and, where appropriate re-design the staffing profile to meet the current and future changing service needs and to achieve service objectives and efficiencies. * Participate in recruitment and selection process for Fire Safety Aadvisors vacancies where appropriate.   Fire Safety Policy and associated documents/appendices   * Develop, implement and review fire safety policies and procedures in conjunction with fire implementation group colleagues on an annual basis. * Produce the fire safety annual report in conjunction with fire implementation group colleagues. * Produce fire safety action plans for NHS Tayside hospitals and healthcare premises. * Collaborate with managers/staff to produce bespoke Personal Emergency Evacuation Plans (PEEPs) as required under the Fire (Scotland) Act 2005. Provide advice to Managers/staff to enable Personal Emergency Evacuation Plans to be developed as required. * Review Fire Safety Audits with Board colleagues, making recommendations and investigating non compliance as appropriate. * Represent NHS Tayside’s views within HFS through reviewing draft revisions to SHTM documentation and other associated Firecode documentation.   Fire Risk Assessments (FRAs)   * Ensure that FSAs carry out comprehensive FRAs in conjunction with building/ward/area/department lead person and Property colleagues via the NHSS Fire and Risk Manager system. * Ensure all buildings and departments have a current FRA and that this is reviewed as necessary, e.g. after a fire incident or significant change of function or physical layout. * Provide guidance including recommending priorities for improvements identified as a result of FRA non compliance. * Ensure that Fire Safety Advisors communicate the significant findings of a FRA by producing and issuing fire action plans with achievable realistic time scales to site management and local ward/area/department managers and that FSA’s follow up on fire action plans to ensure actions are closed off.   Responding to Incidents   * Attend significant fire incidents and supervise the activities and provide advice/guidance to FSAs, the fire response team or other nominated person(s) until the attendance and subsequent control of Scottish Fire & Rescue Service. * Ensure all fire incidents are recorded and reported to the Nominated Officer (Fire). * Ensure that all serious fire incidents are reported to the NHSS Health Department as defined within the Fire Safety Policy for NHS Scotland. * Ensure all fire incidents are fully investigated and reported to the Nominated Officer (Fire) and Senior Management Team. * Ensure that recommendations or ‘lessons learned’ from fire incidents are communicated to the relevant persons, where appropriate. * Liaise with external organisations that require to complete fire investigations such as Scottish Fire & Rescue Service or HSE. * Ensure all fire alarm actuations are investigated and reported. Recommend appropriate control measures to reduce unwanted fire alarm signals. * Ensure there is a system of premises auditing to highlight issues that may lead to fire alarm activations.   Fire Safety Training  The Fire Safety Manager is responsible for managing and participating in a range of training activities including:   * Design, develop, and deliver a wide range of fire safety training for staff and others (e.g. students, volunteers, long term contractors etc.). * Bespoke, in-situ practical and theoretical evacuation training for ward managers and auditing to ensure the training has been cascaded to staff. * Training named individuals on the use of evacuation equipment, or actions that require to be taken to assist a named staff member in their personal evacuation, as per their personal emergency evacuation plan. * Providing ‘first aid’ extinguisher training using either an external simulator device or firing real extinguishers. * Fire warden training to nominated individuals in non clinical areas. * Comprehensive fire response training to nominated team members including evacuation techniques and extinguisher use. * Specialist role specific, bespoke training to high risk staff groups including laboratory and theatre staff. * Requests from other organisations that work within NHS Tayside buildings for training. * Maintain training records in line with organisational policies. * Organise and facilitate regular fire drills as per the NHS Tayside Fire Safety Policy (in conjunction with the duty holder/s) including witnessing and providing a debrief of the effectiveness (or otherwise) of the drills; recording their occurrence centrally. * Educate and motivate staff with regard to fire prevention including training on completing monthly audits as required by the Fire Policy.   **Financial**  This role does sits out with the traditional and more common expectations for senior managers in that it does not directly have responsibility for financial allocations although it does have a direct influence on the prioritisation, allocation and distribution of said finances due to the very specialised knowledge they provide and the level of very particular professional knowledge they hold and will work hand in hand with the Property Department Senior Managers in its identification, risk profiling and application of revenue and capital budgets as well as disinvestment. The other factor to consider is the role does have a direct control on the application of resources such as fire fighting equipment, training requirements and placing and utilisation of staff resources even within the clinical environment due to their ability to inform safe staffing/patient ratios for evacuation purposes. |
| **6a. EQUIPMENT AND MACHINERY** |
| The below list includes the typical equipment and/or machinery that is required to be used as part of the role:   * Computer (either desktop or laptop). * Data Projector (either fixed or portable). * Digital camera (for investigation/risk assessment purposes). * Portable fire fighting equipment (for demonstration purposes) including all types of extinguishers and fire blankets or the setting-up of a computer assisted fire simulator with simulated fire extinguishers, or the use of a mobile demonstration unit. * Patient evacuation equipment (for demonstration purposes) including bed straps, evacuation chair and ski pad device. * Personal protective equipment including hard hats and safety footwear are required to be worn when visiting some sites within NHS Tayside, for example areas that are undergoing refurbishment. * Smoke/heat detectors, sounders, fire alarm panels and different doors require to be understood for training purposes. |
| **6b. SYSTEMS** |
| All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.The below list includes the typical systems that are required to be used as part of the role:   * Microsoft office software including outlook, word, excel and PowerPoint. * Internet Explorer for relevant research and access to fire code documentation etc. * Fire and Risk Manager (NHSS system) for inputting and reviewing all NHS Tayside Fire Risk Assessments. * Shared drives for communal fire sharing. * LearnPro (NHSS system) for recording fire safety training and managing the training opportunities that are offered to NHS Tayside staff. * Datix (NHS Tayside H&S system) for fire/alarm incident investigation purposes and the recording of that investigation.   **Information Resources**  The role has sole responsibility for ensuring the collection, recording and monitoring of all aspects related to findings of Fire Safety audits both internal and those via the Scottish Fire & Rescue Service. Likewise the same is required for the tasks as recorded with the Smartsheet system to ensure progress on necessary remedial works are recorded accurately with the appropriate risk profile allocated and monitored through to completion and reported on in relation to their status of progress. The data captured and managed by the post is used to inform governance groups such as Health and Safety, Performance & Resources and Risk Management as well as the internal requirements of the Property Department. The process of auditing, collating, recording and managing the required data sits exclusively with this post and they have the sole responsibility to collate, manage, and share. |
| 1. **DECISIONS AND JUDGEMENTS** |
| * Work and priorities will be prompted from a pre-agreed project plan that is developed in association with the Facilities Lead and guided by key result areas identified in the project plan, the Fire Safety Manager will project manage their workload and decide how targets are best achieved. * Responsible for effective time management and identifying additional resources required to complete work. * Challenge decisions made by others if they are contrary to fire safety legislation or mandatory guidance or cause adverse risk to occupants and escalate issues where required. * To analyse and interpret situations within healthcare settings to conduct full Fire Risk Assessments and make recommendations on the action plan. A full understanding of the Building (Scotland) Regulations Technical Handbook – Non-Domestic, Firecode guidance, British Standards and other technical guidance to ensure new premises, capital projects and major refurbishments include the appropriate fire safety standards. * To manage and establish fire evacuation procedures for premises taking into consideration clinical requirements, Fire Service procedures and the security of premises and equipment. * To manage and complete investigations for fire incidents or fire alarm actuations. * The Fire Safety Manager will make independent decisions and evidence based judgement when recommending action or changes. |
| 1. **COMMUNICATIONS AND RELATIONSHIPS** |
| The varied and diverse role of the Fire Safety Manager will require clear and concise communication with all levels of staff across NHS Tayside, in addition to external organisations.  The Fire Safety Manager will be required to manage the comprehensive fire safety training to staff, provide expert advice on all matters relating to fire safety, interpretation of legislation, technical guidance and other complex technical information. The nature of communication will vary depending on the circumstances and risk. This may include explaining and communicating complex information or ideas to staff including senior clinicians, managers, directors and the NHS Tayside Board.  The below list references some of the main categories of people that the FSM will interface with, and provides an example of the type of relationship/form of communication that is required:   * All NHS Tayside staff including bank staff, senior managers/heads of department, ward/departmental staff, Facilities/Estates colleagues, fire safety advisor colleagues, health and safety/moving and handling colleagues, Nominated Officer (Fire)/Directors/Board representatives. * As the role of the Fire Safety Manager is to design, develop and manage fire safety training, the post holder requires a thorough knowledge of departmental practices and associated fire safety risk factors. * Colleagues that occupy NHS Tayside premises but are not employed by the Board, or persons of responsibility that manage non NHS Tayside premises where NHS Tayside staff are based, including Social Work, and Council/CHP/CHCP staff. Co-operation with other persons present within a building is essential from both a training and risk assessment aspect. * Scottish Fire & Rescue Service: Regular liaison is required on a range of topics including enforcement enquiries, legislative site audits, post fire investigation and unwanted fire alarm signal reduction. * Police Scotland: Wilful Fire Raising (commonly known as Arson) is a criminal act and NHS Tayside Policy dictates that all such activity be reported to the Police on all occasions of Police non-attendance at incident. This should be ensured by the appropriate Deputy Nominated Officer (Fire), in prompt close consultation with Fire Safety Advisors, who will gather information from any NHS Tayside fire and produce a timeous report. This could be used as evidence by The Crown Prosecution Service in any criminal prosecution and the Fire Safety Manager may be questioned by the Police or in court regarding this report. * Local Authority: Including building standards and planning officers. The role of the Fire Safety Advisor includes providing professional advice in relation to building works and potential re-design and this will require liaison with building control regarding obtaining warrants if fire strategy is modified. * Health Facilities Scotland: including National Fire Officer and Fire Advisory Group professional colleagues. NHS Tayside are represented on the Fire Advisory Group, and any amendments to Fire code documentation require Fire Safety Advisors to review the documentation and represent the views of NHS Tayside by submitting informed professional comments. * Other NHS Scotland Fire Safety Advisor’s through either direct contact or attendance at non mandatory gatherings such as via the National Association of Health Fire Officers (NAHFO); * Building design teams including fire engineers. * Contractors, including alarm technicians, contractors on site to review/test fire devices such as extinguishers, hydrants, dry risers, suppression systems, or to review fire compartments or fire doors. * Working with health and safety representatives and other health and safety local groups to reduce risk investigate fire incidents and prevent recurrence. This includes producing statistical data and compiling reports from the Datix system.   The mediums of communication used will include:   * Verbal, including training, briefings, meetings, advice, interviewing/information seeking for investigations. * Written/electronic, including emails, memo’s, action plans, detailed reports, risk assessment preparation, investigation reports. * Formal presentations; * Participating in and contributing to meetings at all levels, including internal (e.g. Site, Directorate and Board level) and external (e.g. SFRS, contractors, Local Authority, HFS), in addition to local/national committees, steering groups, or short life working groups. |
| 1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Demands**:  There is frequent requirement for sitting or standing for a substantial portion of the working day.  For example:  (a) Delivering/facilitating training sessions.  (b) Working at an IT station.  (c) The physical/manual setting up of a training environment, including computer/projector set up, and chairs (if required) or other associated equipment.   * When demonstrating portable fire fighting equipment, or fire evacuation equipment (up to 14Kg), heavy items may require to be physically lifted, pulled, pushed, slid and can involve up and down stairwells. This can be on daily basis when providing training and also regularly during transportation of replacement equipment. * Respond to fire alerts/incidents promptly which can involve safe fast paced walking around the hospital/site campus and return to original tasks. These alerts are common and can be multiple in the one day. These usually involve subsequent issues that have to be immediately dealt with or discussed with other Response Team members. Immediate or after equipment check replies or information may have to be communicated to staff who were unsure of particular procedures or in response to any alarm feature failings. This will also include informing Datix on receipt of any relevant information. * Accessing/inspecting all areas of the site is integral to the role and may include ascending/descending stairs, and entering a range of spaces including wards, plant rooms, basements, roof access areas, working at height, and accessing confined spaces to inspect voids, ducts and compartments. This is generally undertaken on a daily basis and is an ongoing action since patient and staff fire safety can be dependent on mobile Fire Safety Advisors witnessing core tasks or hidden issues that may conflict with that safety. * Travel to other Boards’ locations may be required. * In emergency or exceptional circumstances, assistance with patient evacuation may be required.   **Mental Demands**:   * The freedom to act autonomously and the ability to make instant decisions and assessments are frequently required to be made and enforced if legislation/Firecode guidance is flouted to a degree where danger to persons or property is perceived. * Frequent requirement for prolonged concentration e.g. incident investigation including report writing, interpretation including presentation of information also technical data and systems monitoring. This is a regular activity due to amount of Fire legislation and related guides, standard, regulations and technical documents which are large documents requiring cross reference. * Regular requirement for periods of intense concentration for fire safety report writing, interpretation of legislation, problem solving including analysis, and examination of critical incidents, often for about 10% of the working day. * On occasions attend court to provide evidence, or assist in preparing documentation for legal cases. Although court attendance and preparation of documentation is irregular, but will involve detailed preparation and perhaps pro-longed court attendance totally dependent on legal procedural requirements. * Maintaining Patient and Board confidentiality at all times. * The ability to make instant decisions and assessments is frequently required to be made and enforced if precautions/regulations are flouted to a degree where danger to persons or property is perceived. * The ability to make instant decisions, advise and negotiate with designers, developers and statutory enforcement bodies on the development of new buildings and alteration to existing buildings. To ensure that they are safe from fire and comply with relevant legislation without interfering with the operational efficiency. * Changeable work throughout the day that is driven by changing priorities. Additionally, on request, training may require to be provided to different staff groups e.g. night shift, back shift, and weekend workers. * Work for long periods of time as a lone worker closely supported by their line manager*.* The Fire Safety Advisor, due to the technical knowledge required to carry out this work, requires working independently and often having to unilaterally make professional decisions. They are supported by their line manager through informal and formal meetings and regular telephone and email conversations.   **Emotional Demands**:   * Exposure to all Patient areas on an ad hoc and irregular basis including those that could cause distress such as neo natal areas, children wards, Accident and Emergency areas when e.g. delivering location specific fire safety training. * Debrief staff who have been involved in a fire incident as part of an ongoing fire investigation. This may involve high degrees of tact, reasoning and negotiating skills in order to efficiently and effectively gather the evidence required to fully investigate the incident. Gathering information in such situations can be complex, emotionally tiring, and at times difficult to comprehend. This is generally irregular and unpredictable in nature. * On occasion, investigate fire incidents involving highly distressing situations or circumstances such as fatal accidents, injuries or wilful fire raising. Listen to and support staff members who want to talk about a fire incident they have been involved in either personally or professionally. This is a possible occurrence during or after a fire training session. This cannot be planned for as it is dependent on the attendees at any given session.   **Environmental Demands**:   * Potential exposure to hazards/irritants which can include asbestos, dust, high temperatures, healthcare (clinical) waste, hazardous substances, and biological agents, with appropriate policy, training and control measures in place. |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| The Fire Safety Manager will be required to work across the whole of the organisation which will involve liaison with clinicians, senior managers and staff. Awareness and knowledge of fire safety issues and risks may vary in parts of the organisation. Embedding cultural change is recognised as challenging in a large, multi-disciplinary organisation. The Fire Safety Manager will develop, use and expand initiatives to drive further improvement.  Lateral and creative solutions to obstacles are often required to ensure that healthcare provision is able to be provided in a fire safe environment. This may include conducting Fire Risk Assessments in areas where patient treatment is ongoing, or advising how remedial fire works can be conducted whilst an area is still being utilised.  Due to the varied nature of the role, an unpredictable work pattern can be governed by time specific priorities such as investigating a fire incident, or responding to a specific event.  The ability to read and interpret technical or complex fire related standards or information (such as Building Regulations) and relaying this to senior managers in a meaningful manner is a challenging aspect of the role. |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| **Qualifications and experience:**  **Specific Knowledge**  The Fire Safety (Scotland) Regulations 2006; Part 1: Preliminary; Interpretation; 2(1) establishes the level of competency required in regard to the compliance requirements of a Fire Risk Assessor. SHTM 86 provides a definition of competency that is broadly consistent with the regulatory definition, but more widely applicable to the range of matters covered by NHSScotland Firecode:  *Competent Person: A person with sufficient training and experience, or knowledge and other qualities to enable that person properly to assist in undertaking the preventive and protective measures.*  The reality of qualifications and experience required is for a very specialised level of knowledge that would operate equal to degree level. The role requires an in-depth and fundamental knowledge and application of the principals of Fire Engineering applied to a highly complex estate housing numerous and very specific services and so risks such as laboratories, clinical areas (wards, theatres, HDU's) heavy engineering containing volatile substances, radioactive materials etc. There is also the need for the ability to clearly and without dubiety explain within written and verbal reports the key actions necessary for the organisation to discharge its duties in relation to Fire safety. All of these requirements demand a very broad level of knowledge, training & experience that does not readily fit with the traditional requirements.  As noted within SHTM 86, fire risk assessors must therefore be able to identify the full range of fire hazards that may exist in a workplace, to recognise the potential outcome should the hazard result in a fire, and be able to evaluate the risk, taking into account all the relevant factors, and to know what needs to be done to eliminate or reduce the risk to an acceptable level.  To ensure the post holder is a “competent person”, they are required to demonstrate that they have met the competency criteria. This can be demonstrated by one or more of the following;  Professional body accreditation (such as Institute of Fire Prevention Officers (IFPO), Institute of Fire Safety Manager (IFSM), Institute of Fire Engineers (IFE), or certification by a certification body that is UKAS accredited for the activity (such as BAFE ‘SP205’ Company Scheme (ECA, NSI, SSAIB)  *And/or*  a person certification scheme such as Warrington Certification Ltd). If alternative qualifications are held, the course content/registration criteria should be supplied so that comparators can be made.  (If the post holder is working towards fire risk assessor competency accreditation with a recognised accrediting body, evidence of this should be presented)  *And/or*  Fire safety science or fire engineering based education to degree level and supporting experience in the application of fire safety in a workplace setting  *And/or*  Completion of the Fire and Rescue Service fire safety modules and evidence of extensive work experience carrying out fire risk assessments within a large complex organisation, extensive years’ experience preferred).  In addition to formal qualifications, it is essential that the post holder has evidence of the following;   * + Continuing professional development to sustain competency and support the post holder remaining up to date in all aspects of fire related legislation and NHS Scotland Firecode guidance, approved codes of practice and best practice.   + Thorough knowledge of the principles of fire safety management and best practice principles, fire risk assessment principles and best practice, and fire legislation and related codes of practice.   + Staff managerial experience.   + Strong interpersonal, communication, analytical and presentation skills and the ability to work under own initiative.   + Well-developed verbal and literacy skills, allied with the ability to interpret legislation and NHS Scotland Firecode guidance into relevant and comprehensible advice that can be relayed to all levels of the organisation.   + Following induction, the Fire Risk Manager will have extensive knowledge of NHS Tayside policies and must be capable of imparting this knowledge to managers and staff at all levels, within the organisation.   + The Fire Risk Manager/Assessor must be self-motivated, articulate; possessing well developed written and oral communication skills, along with diplomacy and tact. These qualities should be supported by assertiveness that is required to achieve objectives.  It is essential that the post holders possess the influencing skills necessary to ensure the change in attitudes and behaviours that may be required amongst managers and staff.   + Ability to project manage their own work using own initiative including continual reprioritisation of workload. |