

Fire & Accessibility Officer

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Company: Pertemps TM

Location: Edinburgh

Category: other-general

Job Title Fire and Accessibility Officer

Location Edinburgh City Centre

Contract Type: Temporary with possibility of permanent

Hours: Full-time, 36 hours per week, Monday to Friday

Salary £36,312 - £42,717 per year

Key Responsibilities:

Review and maintain company policies and procedures for fire safety in collaboration with other departments.

Manage databases on fire safety information and oversee contracts, activities, and inspection results to reduce and prevent fire risks.

Conduct fire safety surveys, identify non-compliance issues, and develop action plans for improvement works.

Prepare and submit annual programmes of remedial and improvement works across the property portfolio.

Participate in the delivery of necessary fire safety works and monitor execution of specialist technical functions.

Act as Principal Designer on projects as required by CDM regulations.

Manage supplier/contractor performance to ensure best value in fire safety management.

Review maintenance or construction projects affecting fire safety and provide recommendations.

Raise awareness of fire risks across Council departments through training and educational initiatives.

Assist in fire safety awareness training and integration of fire safety in facilities management.

Essential Skills/Qualifications:

Qualification in fire management or fire engineering, with emphasis on fire risk assessment and Scottish Building Standards.

Detailed knowledge of statutory compliance legislation, fire regulations, and standards.

Experience in project management, risk identification, and budget monitoring.

Full clean driving licence preferred.

Strong decision-making skills with ability to prioritize and innovate.

Excellent communication skills and ability to collaborate effectively with internal and external stakeholders.

Ability to work independently and under pressure, maintaining high standards of service delivery.

Experience in property fire safety management and familiarity with CDM regulations.

Ability to engage with various stakeholders including Scottish Fire and Rescue Service, H&SE, and others.

Authority to make fire safety decisions in the absence of the Fire Safety Manager.

Join us in our commitment to maintaining a safe and accessible environment for all in Edinburgh city centre. Apply now!

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