

**JOB DESCRIPTION**

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| **JOB TITLE:** | Fire Safety Compliance Advisor |
| **DATE:** | April 2025 |
| **DEPARTMENT:** | Health & Safety |
| **REPORTS TO:** | Health & Safety Manager |
| **PURPOSE OF THIS POSITION:**  The Fire Safety Compliance Advisor is responsible for ensuring that fire safety regulations and standards are adhered to within Newcastle International Airport.  This role will involve leading regular fire safety audits, providing expert guidance on fire prevention measures and ensuring compliance with the Airport fire strategy.  The advisor will develop and implement fire safety programs and deliver training to ensure all staff and stakeholders are competent in emergency procedures to mitigate fire risks and enhance overall safety protocols.  The Fire Safety Compliance Advisor is responsible for monitoring industry changes and amendments to fire safety legislation; advising on corrective actions where necessary to maintain a safe Airport environment.  The Fire Safety Compliance Advisor will support the Airport’s Emergency Planning to help develop, audit and report on the effectiveness of tactical and operational procedures. | |
| **ACOUNTABILITIES:**   * Oversee the day-to-day management of fire safety compliance at the Airport and associated infrastructure. * Maintain the company Fire Safety Manual and ensure it remains compliant with current legislation. * Oversee the Airport Fire Strategy and ensure documents are reviewed and updated to reflect changes in government legislation. * Contribute to the testing of the emergency response plan and emergency exercise planning. * Carry out fire risk assessments, recording recommendations and observations. * Conduct fire audits and ensure outstanding actions from audits are resolved in a timely manner. * Work with the Engineering department and external contractors to ensure statutory maintenance, inspections and repairs of the fire safety system are completed. * Provide advice to the Projects department in assessing fire risks and ensure all projects conform to the Airport Fire Strategy. * Investigate any fire alarm activations, false alarms and system faults and build remedial action plans to prevent re-occurrences. * Liaise with the Local Fire Service and Airport Fire Service. * Support the further development of the Airport’s Emergency Plan, Business Continuity Plans and Business Resilience Model. * Play an active role on the Emergency Planning Committee | |
| **QUALIFICATIONS / EXPERIENCE:**   * Diploma in Fire Safety (or working towards) * Professional Body Membership * 2 years or more experience in a similar role | |

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| **COMMENTS:**  In addition to the above responsibilities and tasks which the job normally entails, you may, from time to time, be required to undertake additional or other duties as necessary to meet the needs of the company’s business on either a temporary or permanent basis. |

**This post requires access through the Critical Part at the Airport and in line with the Department for Transport regulations; you will be required to demonstrate during the recruitment process, that you have no relevant criminal record.**