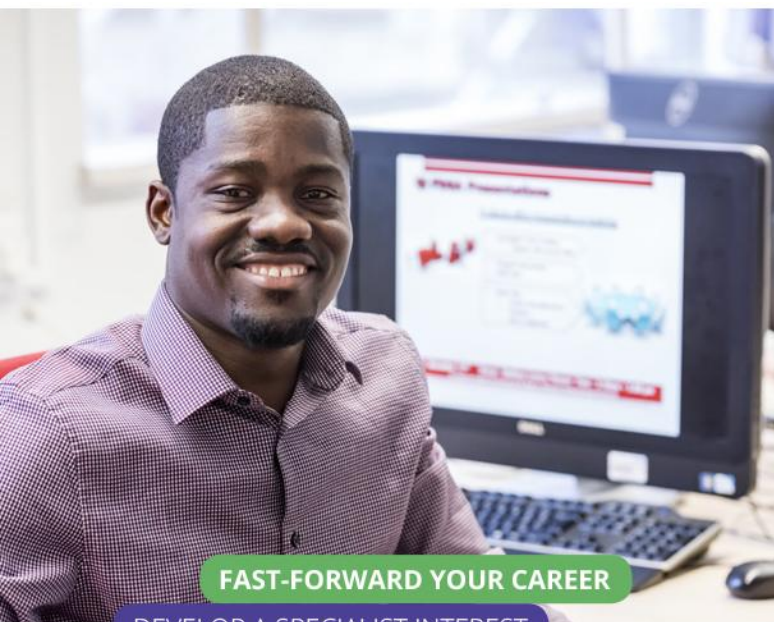


Recruitment information pack



FAST-FORWARD YOUR CAREER

DEVELOP A SPECIALIST INTEREST

BE PART OF A SUPPORTIVE TEAM



STRUCTURED CAREER PROGRESSION

LEADERSHIP COURSES

SCOPE TO DEVELOP NEW SKILLS

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 16,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

In April 2026, we formalised our partnership with the three other acute NHS trusts in north west London to establish the North West London Acute Provider Group. The four trusts remain independent organisations, with their own boards, coming together through a board in common.

The move builds on existing collaboration and reflects a shared commitment to working more closely together – simplifying decision-making, making the best use of combined resources and expertise, to improve care for patients and local communities

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections, and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye, Marylebone

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include outpatients, inpatients, day case and emergency services.

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job Title	Head of Fire Safety
Band	Band 8C
Directorate/ Department	Estates
Division	Estates and Facilities
Location of work	Trust-wide
Hours	37.5 per week – on site minimum 4 days
Reports to	Deputy Director of Estates and Facilities
Accountable to	Director of Estates and Facilities

1. Job purpose

Responsible for ensuring the Trust is compliant with their legal and statutory requirements and that all fire safety regulations under current statutes and codes of practice are addressed across a complex and multi-site organisation.

As an autonomous lead on all matters of fire safety the post holder will be the Trust's lead expert for fire safety, providing expert professional advice to the Trust board and senior management on all current fire safety legislation, including the Building Safety Act 2022 and The Regulatory Reform (Fire Safety) Order 2005.

To lead, provide expert specialist and professional fire information service for all capital projects, provide advice to other clients/partners, directors, and senior management of the trust.

To develop and lead on policies, strategies and for implementation of the Trusts' fire compliance annual mandatory programme. To continually improve reporting systems in order to maintain a safe environment for patients and staff

The post holder will also identify any existing and potential vulnerabilities and opportunities for improvement across all trust sites and advise on the management of Fire Safety and Risk in the workplace; and is responsible for the effectiveness of comprehensive fire safety training programme, for all staff at all levels in the Trust.

2. Key stakeholders

Authorising Engineer (Fire)
Head of Estates
Head of Estates Operations
Head of Estates Backlog
Head of Capital Projects
Head of Property
Head of E&F Risk and Governance
Capital Project Managers
Frontline Staff
Clinicians
Facilities Managers
Procurement Officers

In addition to Trust colleagues, you will also work regularly with the Department of Health and Social Care, NHS England, London Fire Brigade, London Ambulance Service, Metropolitan Police and other emergency services and emergency planning organisations. You will also work closely with contractors and technical/design consultants who provide services to the Trust such as architects, civil and structural engineers, building services/MEP engineers, hard FM (CBRE) and construction firms who deliver capital projects.

3. Key areas of responsibility

Responsible for the management of fire safety throughout the Trust - acute and community sites and ensuring the Trust statutory requirements are met.

Develop long term fire management plans, procurement strategies for the Trust that are ongoing and related to the 5-year rolling capital investment plans.

To manage and implement regular fire safety audits in accordance with the Building Safety Act 2022 and The Regulatory Reform (Fire Safety) Order 2005.

Develop and as a part of the fire risk assessment review and ensure that the user departments have a fire evacuation policy in place.

Oversee the provision and maintenance of firefighting equipment and fire safety signage.

Oversee the provision and maintenance of fire doors, shutters, fire dampers, fire suppression systems and other installations.

Identify and exploit all opportunities to harness the potential of emerging communication technologies to support safer working and fire prevention.

Development in the field to continually monitor and improve the fire prevention and response systems as appropriate. This is particularly important in areas of high fire risk.

To be responsible to the Director and Deputy Director of Estates and Facilities for the successful operation of the Trust's Fire Teams, including their continuing education and performance at incidents.

The nature of role requires that the role holder is able to vary their hours of work at short notice and be available after hours and at weekends to support the service as and when required.

4. General Responsibilities

Performance Management

Oversee the continuing evaluation, space and monitoring of the fire alarm testing system undertaken by contract.

Liaise and support the Head of Capital Projects and Authorising Engineer (Fire) to ensure that all proposed new, upgrading fire alarm/detection systems comply with current standards and regulations prior to tendering and installation.

Hold regular meetings with the Trust and CBRE teams delivering capital projects. Ensure that on project closure that a Fire Risk Assessment and compliance statement is in place signing off the area as fit for purpose, building regulations approval and compliance with the RRO.

Oversee negotiations with London Fire Brigade, Health and Safety Executive and compliance team to ensure that the trust complies with Local Acts and regulations with regards to fire safety requirements.

To attend the scene of each fire in the hospital as soon as practicable after being informed of the occurrence with a view to establishing causes. To make recommendations to local management concerning the prevention of repetition of fire and to provide reports to senior managers of the Trust.

Ability to be able to analyse and interpret information at high level, make appropriate decisions and able to report back to the Trust Executive Management Board to justify actions.

To be able to act under pressure and within tight timescales.

The post holder will be required to make decisions and judgements on highly complex situations which require detailed analysis and careful interpretation. Ensure that training equipment, inventory of equipment, maintenance as required along with the purchase of necessary educational equipment is maintained.

Oversee any issuance of local fire improvement notices on the Trust, where there has been an infringement of the fire precautions.

Oversee the development of the relationship with the London Fire Brigade for joint cooperation for the future.

There may be a requirement to advise external partners, other NHS Trusts and agencies on all Trust fire related operational requirements.

Planning, Quality and Improvement

Lead the fire policy implementation and development of fire management and prevention service policy, service development, within directorate and the Trust.

Oversee the undertaking of highly complex risk assessments and development of fire strategies and fire safety plans that need to be delivered to managers across the Trust.

Lead on monitoring and compliance of Trust Fire Safety procedures Trust wide and develop business plans and strategies for the management of safety for the whole of the Trust.

Oversee the production of manual, digital drawings using CAD equipment for Trust operational estates using CAD office services.

Oversee the conduct of a range of fire related surveys and audits.

Oversee regular Fire Risk Assessments under an annual, 24-month and 36-month basis for all departments, including Mental Health units, in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Chair and hold regular meetings with fire team and clients/users to address any fire related safety issues raised.

Training

Be the lead specialist and advisor for all trust wide fire training issues.

Design, develop and deliver accredited fire safety training for all staff.

Responsibility for identifying, organising and managing further development training needs for all staff.

Staff Management

Line management responsibility for the Fire Safety Manager and Fire Safety Training Co-ordinator, including recruitment, performance management of direct line reports and carry out annual and half yearly PDR reviews.

Lead Fire Safety Team staff across the Trust estate including community. Support the Fire Safety Manager with staff management of the team of 4 Fire Safety Advisors

Oversee the training and development of the team.

Communication

Provide and receive highly complex, sensitive, or contentious information where agreement or co-operation is required such as issuing trust fire improvement notice on the Trust/department, where there has been an infringement of the fire precautions.

Communicates multi-stranded fire actions, compliance issues, fire design requirements, contractual information to Board, senior managers, contractors, co-operation required.

Responsible for communicating technical information to staff as appropriate. Ensure that effective communication exists at all levels and key local and corporate messages are effectively communicated to all staff.

Present information on multi-stranded projects to board level senior managers.

Ensure that all fire policies and procedures are reviewed annually and updated as required.

Present complex financial, contractual, and time-sensitive information with respect to all projects.

Budget management

Manage fire budget and procures physical assets; purchases assets and select suppliers.

Manage budget for the purchase of ancillary equipment and materials.

Manage and appoint agency staff when resource requirements dictate.

Ensure that there is a satisfactory year end ensuring that cost improvement programmes are implemented and achieved.

Comply with financial instructions in raising orders for materials and equipment and signing off of invoices.

Negotiate, develop further contracts and seek to maximise any income generation opportunities, utilising the Trusts facilities and expertise.

Seek every opportunity to bring added value and cost saving initiatives to ensure that the service functions efficiently and at best value.

Monitor the performance of contractors providing a service to the Trust, relevant to the role.

Risk, Policy & Corporate Governance

Regularly review and ensure all policies with a fire safety element are kept updated.

Develop highly complex fire strategies and plans across the Trust and ensure that these are put in place across the estate.

Oversee regular fire safety audits and risk assessment for all departments.

Ensure that the appropriate and effective risk management processes are in place within the delegated areas of responsibility giving due regard to the Trust Risk Management Strategy and Policy

Oversee the implementation of systems, control processes and risk management arrangements to support monitoring of compliance with agreed standards, other trust-wide policies and processes and best practice requirements.

Ensure the fire safety team are fully conversant with the Trust Fire Policies and the operation of Fire alarm panels/ fire fighting equipment and that any cases of suspected arson are fully reported to the Director of Estates and Facilities.

Ensure that all complaints and any untoward incidents are properly reported and handled in accordance with Trust policy and all current legislation e.g., health and safety, etc.

Advise the Executive Management Board and Senior Management on all current fire safety legislation, ensuring that legal compliances maintained under the current codes of practice.

Oversee legal compliance is maintained as required as required by various Acts of parliament and local by laws.

Ensure the proactive undertaking of investigations relating to the prevention of Fire.

To attend the scene of each fire in the hospital as soon as practicable after being informed of the occurrence with a view to establishing causes. To make recommendations to the Director of Estates and Facilities and local management concerning the prevention of repetition of fire.

A job description does is provided as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

PERSON SPECIFICATION

Directorate/ Department - Corporate	Estates	
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Criteria Relevant to the Role	Essential	Desirable
Qualifications / Education	Institution of Fire Engineers (IFE) - Member The Institute of Fire Safety Managers (IFSM) - Member NEBOSH Certificate in Fire Safety Master's degree or equivalent in operational fire safety management IFSM Fire Risk Assessment Validation IFSM TFRAR Tier 3 Registration Fire Protection Association (FPA) – Member FPA Level 3 – Fire Door Inspection FPA Level 3 Passive Fire Protection – Intermediate FPA Level 4 Diploma in Fire Risk Assessment FPA Fire Safety Design of Buildings NAHFO Membership and CPD	Other teacher or training qualifications Evidence of continuing professional development

Criteria Relevant to the Role	Essential	Desirable
Experience	At least 3 years' experience working as a Fire Safety Manager (or equivalent) in the NHS Expert knowledge of fire safety legislation and management systems including the NHS HTM 05 suite of documents At least 5 years' experience of supervising the preparation of Fire Risk Assessments and validating the final documentation Experience of working with Capital Projects team/contractors for complex new build or refurbishment projects Experience of working at a senior and Board level with external bodies such as Fire and Rescue Services. Experience in the preparation of training strategies and overseeing training needs assessments At least 5 years' experience in problem solving in order to develop robust evacuation plans and fire strategies within the workplace Extensive experience gained in the process to ensure legal compliance required under health and safety as well as an appreciation of the intricate language of legal documents etc.	Experience of procuring and implementing Fire Risk Assessment IT systems Experience of Microsoft Office would be an advantage, although training will be given where necessary

Criteria Relevant to the Role	Essential	Desirable
Skills/Knowledge/Abilities	Significant experience of development of Fire Safety Policies and Procedures. Extensive practical application of fire prevention theory and highly developed specialist detailed knowledge of building fire design and construction Excellent interpersonal skills and the ability to maintain relationships at a senior level within the organisation and externally Ability to influence and motivate Experience of leading a team and working with limited support Formulation and presentation of technical reports. Clean driving licence	Understanding of clinical and operational requirements of Trust departments in order to plan and manage suitable fire safety arrangements Professional in approach, outward looking and confident Ability to continually monitor and improve fire prevention and response systems. An understanding of manual handling regulations and the ability to assess any associated risks in the workplace
Criteria Relevant to the Role	Essential	Desirable
Values and Behaviours	Demonstrable ability to meet Trust values Commitment to and focused on quality, promotes high standards in all they do. Values diversity and difference operates with integrity and openness. Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others. Consistently looks to improve what they do, look for successful	

	tried and tested ways of working, and also seeks out innovation. Actively develops themselves and supports others to do the same. Understanding of and commitment to equality of opportunity and good working relationships. An ability to maintain confidentiality and trust. Adaptability, flexibility and ability to cope with uncertainty and change.	
Other Requirements	Sufficient to fulfil the duties of the post with any necessary reasonable aids and adaptations. Ability to work in all areas of the Trust as well as travel to other sites when required	

Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

3. Equal Opportunities

At Imperial College Healthcare NHS Trust, we are committed to ensuring that our staff feel able to bring their whole selves to work, and we recognise that our diversity gives us a unique perspective on the challenges facing us. A copy of our Equality Diversity and Inclusion Policy is available to view on our website. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

7. Work Visa/ Permits/Leave to Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

10. No Smoking

The Trust operates a smoke free policy.

11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.