

Job title: Regional Fire Safety Advisor London & South

Core information

Location: Regional ▾ with hybrid working	Lines of business or shared capability area: Pan Partnership - London & South
Reports to: Fire Safety Policy & Strategy Manager	
People Management: No ▾	
Assignment Management: No ▾	
Partnership Level: Partnership level 7 ▾	Manager's Partnership level: Partnership level 6 ▾
Number of direct reports: 0	Partnership level(s) of direct reports: None ▾

About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose, as well as expanding into new areas beyond retail.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

Critical purpose of the role

As a Regional Fire Safety Advisor for the Partnership, you will be accountable for delivering comprehensive fire risk management services across your designated region. A key deliverable is the expert management and delivery of complex Fire Risk Assessments (FRAs) on the Partnership's diverse building portfolio, encompassing retail, distribution, vehicle workshops and hotel premises. You will be responsible for managing the entire FRA cycle within your region and providing crucial support to business units in navigating complex fire safety challenges. This will include:

- Undertaking fire risk assessments, audits, inspections, and surveys in line with organizational policies and procedures.
- Developing robust and proportionate fire safety action plans, supporting business unit leads with specialist advice.
- Conducting pre-occupation fire safety assessments.
- Fire strategy review against building current condition.
- Coordinating, communicating, and maintaining relationships with internal and external stakeholders.
- Delivering fire safety training.
- Raising awareness of fire risks and promoting fire safety measures.

This role requires you to be on call (on a rota basis) in order to provide emergency safety response 24/7 for all JLP sites.

The Partnership supports agile and flexible working practices, such as when, where and how we work. We have several different ways to work flexibly, including part-time, flexible or compressed hours, and job sharing. Central office areas also support a blended working approach.

We celebrate diversity and inclusion in the John Lewis Partnership and we are committed to becoming the UK's most inclusive



business, reflecting and connecting with the diverse communities that we serve.

Primary Outcomes & Accountabilities

Act in accordance with the Partnership's purpose and democratic principles, constructively participating in co-ownership, and demonstrating to customers and each other that it is a better way of doing business. Share your knowledge, experiences, ideas and opinion to improve the Partnership, speaking honestly and frequently.

Expert management and delivery of complex Fire Risk Assessments (FRAs) on the Partnership's diverse building portfolio within your region.

Development and management of a regional fire risk assessment programme, ensuring timely and effective completion.

Development of robust and proportionate fire safety action plans, providing specialist advice and support to business unit leads for their implementation.

Where required, undertaking fire safety audits, inspections, and surveys in line with organisational policies and procedures to monitor fire safety compliance and identify areas for improvement.

Conducting pre-occupation fire safety assessments to ensure new or altered premises meet required fire safety standards.

Reviewing fire strategies against the current condition of buildings and providing recommendations for necessary updates or improvements.

Support business unit leads in the development of fire evacuation plans.

Coordinating, communicating, and maintaining effective relationships with internal stakeholders (e.g., business unit managers, facilities teams) and external stakeholders (e.g., Fire and Rescue Services,).

Delivering fire safety training programs to Partners to enhance knowledge, awareness, and promote a strong fire safety culture.

Raising awareness of fire risks and actively promoting the adoption of fire safety measures throughout the Partnership within your region.

Engaging and influencing business unit leads to champion fire safety and driving continuous improvement within their areas

Measures of success

Development and maintenance of a comprehensive and up-to-date Fire Risk Assessment programme for your designated region.

Delivery of high-quality and current Fire Risk Assessments for all relevant Partnership buildings within your region.

Provision of accurate and timely FRA reporting for your region, enabling effective monitoring and decision-making.

Demonstrated ability to accurately identify, assess, and escalate fire safety risks in accordance with Partnership procedures.

Provision of accurate, practical, and legally compliant fire safety advice to business units.

Development and maintenance of positive and effective working relationships with business unit leads and the wider safety team, evidenced by positive feedback from Partners at all levels.

Success in the Partnership is measured by the Integrated Objectives. These lay out our ambitions in Happier Business (Financials and Customer), Happier People and Happier World.



of responsibility.

Elevating significant fire safety risks and concerns to the Partnership Fire Safety Policy and Strategy Manager.

Supporting the development and continuous improvement of the Partnership's safety management system related to fire safety.

Invest in your personal and professional development to achieve your potential and continuously engage with and actively contribute to the Directorate.

Take responsibility for actively engaging with change initiatives within the Partnership.

Appreciate what different life experiences bring to the Partnership and the value this adds to unbiased and smarter decision-making

Skills

Expert Knowledge of Fire Safety Legislation and Guidance: Comprehensive understanding of relevant UK fire safety legislation. Working knowledge and an understanding of building guides (ABD) and British Standards pertaining to fire safety.

Complex Fire Risk Assessment Expertise: Proven ability to conduct thorough and complex fire risk assessments across a diverse range of building types and recommending appropriate control measures.

Fire Strategy Review and Interpretation: Ability to review and interpret fire strategies.

Auditing and Inspection Skills: Competence in undertaking fire safety audits, inspections, and surveys to assess compliance and identify areas for improvement.

Report Writing and Documentation: Excellent ability to produce clear, concise, and accurate reports, specifications, and other fire safety-related documentation.

Communication and Interpersonal Skills: Strong verbal and written communication skills with the ability to effectively interact and build relationships with stakeholders at all levels (internal and external).

Training and Presentation Skills: Ability to develop and deliver engaging and informative fire safety training programs and awareness sessions.

Problem-Solving and Analytical Skills: Ability to analyze complex fire safety issues, identify root causes, and develop practical and compliant solutions.

Organisational and Time Management Skills: Excellent ability to manage workload, prioritise tasks, and meet deadlines within a regional remit.

IT Proficiency: Competent in using relevant IT systems and software for report writing, data analysis, and communication.

Commitment to Continuous Professional Development: Proactive in staying up-to-date with the latest fire safety legislation, guidance, and best practices.

Qualifications & Experience (where applicable)

Essential Qualifications:



- **Level 4 or higher Fire Safety Qualification:** Hold a level 4 fire safety qualification such as a Level 4 Diploma in Fire Safety.
- Evidence of Continual Professional Development
- **Membership of a Relevant Professional Body:** Be a member of a relevant professional body such as the Institution of Fire Engineers (IFE) at an appropriate grade (e.g., AIFireE, GIFireE) or working towards it.
- **Full UK Driving Licence:** Possess a full and valid UK driving licence as the role will involve travel across a region.

Essential Experience:

- **Significant Fire Risk Assessment Experience:** Significant experience in undertaking complex fire risk assessments across a diverse range of building types.
- **Development of Fire Risk Assessment Action Plans:** Proven experience in developing and implementing fire risk assessment action plans.
- **Report Writing and Documentation:** Experience in producing digital written reports and documentation.
- **Working Knowledge of Fire Safety Systems:** A good understanding of various fire safety systems, including fire detection and alarm systems, sprinkler systems, and emergency lighting.
- **Time Management:** Have experience in effectively managing responsibilities, prioritising tasks, meeting agreed timescales

Desirable Qualifications:

- Fire door inspection qualification
- Passive fire protection qualification
- Fire safety trainer qualification
- IFE qualifications
- Specialist fire safety qualifications

Desirable Experience:

- **Development of Fire Risk Assessment Programmes:** Experience in contributing to the development and implementation of fire risk assessment programmes.

Version	Created/updated by	Date
1.0	TP	April 2025