



JOB DESCRIPTION

ROLE: IFE Technical Director

LOCATION: IFE International Head Quarters, Stratford Upon Avon

REPORTS TO: Chief Executive Officer

JOB PURPOSE:

As a member of the IFE Senior Leadership Team, the postholder will provide professional fire technical support for the Institution's activities, including the coordination of technical representation in professional forums. The postholder will also provide advice and guidance on technical matters to the CEO and, through the CEO, to staff, the directors of the Institution and IFE Global Ltd. The postholder will liaise closely with the Technical Strategic Advisory Group and the Institution's Special Interest Groups.

KEY ROLES AND RESPONSIBILITIES:

1. Technical advice

To maintain a high level of professional awareness of technical matters in the fire industry, assimilate and synthesise developing technical issues and provide updates and briefings as required.

2. Coordination of representation at professional forums

To develop and maintain a register to ensure that representation by IFE members at professional forums is based on appropriate skills and knowledge, maintaining a close relationship with such representatives of the IFE and coordinate feedback and outcomes of the various forums.

3. Support to the activities of the Institution

To provide advice and support on technical matters that enable the delivery of the Institution's examinations and the admission of members to the Engineering Council register. This will extend to other areas of activity such as general membership processes, conference content, production of the professional journal and the activities of IFE Global Ltd.

4. Production of technical reports and scrutiny of papers

To prepare when required technical briefing notes and reports, and to scrutinise and comment on papers containing recommendations of a technical nature.

5. Attendance at forums and meetings

To attend and participate in professional forums and meetings of interest to the Institution. This includes standing committees of stakeholders, other bodies such as the

British Standards Institute and the Engineering Council, other fire specific bodies and government departments.

This is not an exhaustive list. Given the seniority and responsibility attaching to this post, the postholder will be expected to carry out tasks of an equivalent nature where these would be conducive to the achievement of the post's overall aims.

PERSON SPECIFICATION

Professional Status

Essential

- Graded membership of the IFE
- Evidence of being respected and known within the professional fire community
- Evidence of technical currency

Desirable

- Registrant, through the IFE, of the Engineering Council

Engagement in the fire sector

Essential

- Evidence of a broad professional network
- Evidence of ongoing engagement in a professional network

Understanding of relevant contemporary technical agendas

Essential

- Working knowledge of the statutory fire safety arrangements in the UKFRS
- Working knowledge of the main relevant fire related forums
- Understanding of the main international fire related forums
- Understanding of the various competence frameworks in the fire sector

(Where knowledge is not currently comprehensive, candidates will need to convince the selection panel of their ability quickly to gain that knowledge.)

Understanding of relevant contemporary political agendas

Desirable

- Understanding of the process of public and coronal enquiry in the UK
- Understanding of the means by which public fire policy is developed in the UK
- Understanding of the various international fire policy positions
- Working knowledge of the relevant political and oversight forums

Organisational governance and management

Essential

- Evidence of the ability to construct well-written reports and make persuasive recommendations
- Evidence of conducting reviews or investigations and implementing action plans
- Ability to impart knowledge and information to others in formal and informal settings

Desirable

- Formal qualification or extensive experience in project management

Working hours and leave

Normal working hours are 8.30am until 4.30pm (with an hour for lunch) Monday to Friday. However, the nature of the post is such that the postholder must be willing to work outside these hours, and to attend meetings in the UK away from Stratford upon Avon (including occasional overnight stays) when necessary.

The initial holiday entitlement will be 25 days, plus bank holidays. The office closes over the Christmas period and some of the annual leave allocation (usually three days) will be required to cover this period. There will be an initial probationary period of six months after which the successful candidate will be able to access the IFE's medical insurance scheme.

Salary

£60,000pa plus 5.5% employer pension contribution.

Equal Opportunities

The IFE is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

As a Disability Confident organisation, the IFE guarantees to interview all those with a disability whose applications demonstrate they satisfy the minimum criteria for the post. By 'minimum criteria' we mean that applicants must provide evidence in their applications which demonstrates that they generally meet the level of qualifications, skills and/or experience defined in the job description.

How to apply

Those wishing to apply for this post should submit a CV (max three sides), with a covering letter (max three sides) providing evidence that they possess the essential skills and knowledge in the person specification.

Applications should be sent to Mrs Jane Wenmoth in the Chief Executive's Department (jane.wenmoth@ife.org.uk) to arrive not later than noon on 20 May 2019.

For an informal discussion about the post, call the Chief Executive Dr Graham Cory on 01789 404055.