



Fire Industry Association

Leading Excellence in Fire Since 1916

Tudor House, Oldfield Road, Hampton, TW12 2HD

Tel: 020 3166 5002 info@fia.uk.com

Job Specification

Job title: Technical Officer

Reports to: Technical Manager

Location: Northwich Office (CW9 5RB), Monday to Friday predominantly 9-5 with flexibility required on start times on occasions.

Hours: 37.5

Salary: Up to £35,000 based on experience.

Overview:

The Fire Industry Association (FIA) is the primary association for manufacturers, installers, designers and maintainers of portable extinguishers, fire detection and fire protection systems and much more in the UK. We have over 1000+ member companies and we supply a range of services, from technical training courses, regional conferences, exhibitions, and events. We are Europe's largest fire safety association, and we promote and shape legislation and the professional standards of the fire industry through close liaison with government and official bodies, as well as other key stakeholders.

We are looking for an individual who will take responsibility for the technical support provided to members. They will work on a mix of training provision & development, the provision of advice on many aspects of fire protection, preparing explanatory literature and website material. They will be involved in organising and participating in meetings and preparing the agenda and minutes. Delivering both training a CPD presentations either online or in person. They will act as the FIA Representative on selected technical working groups such as industry stakeholders and standards bodies. This role will work with the existing Technical Managers on a broad range of matters to ensure the Technical Department meets its objectives.

This role is solely office based at our Northwich Office (CW9 5RB) and is for 37.5 hours a week, this role may require ad hoc travel within in the UK to attend shows exhibitions and visit members.

Qualifications & Attributes:

Essential

- The ability to work on their own initiative with minimum supervision and communicate effectively both written and verbal at all levels.
- Attention to detail and the ability to multi-task will be key to ensuring the expectations of our members are met.
- Experience of working in the fire industry at a technical level.

- Self-motivated, able to work and get on well with others, both internal and external, able to achieve deadlines and targets on their own initiative, personable and a good communicator.
- Proficient in Microsoft Office, especially in PowerPoint and Word.
- Confident presenter, able to talk and present to large groups of people.
- The ability to understand, interpret, and simplify complex information
- Must hold or be able to achieve the required Advanced FD&A Qualifications from the FIA.

Desirable

- Previous experience working in a trade association.
- Hold a current PASMA card.
- Knowledge of the implementation and use of the Internet of Things (IOT) within the fire industry.
- Available to start a role at short notice.

Duties:

- Supporting FIA member companies at our council, technical and special interest group meetings.
- Developing and reviewing fire industry guides, codes of practice, standards, and training courses.
- Representing the FIA on selected technical working groups such as industry stakeholders and standards bodies.
- Acting as the secretary to our industry-leading Internet of Things Forum.
- Being the FIA Lead on UKCA Marking.
- Liaising with and visiting members to provide advice and support on technical issues, policies and regulatory matters that affect their businesses.
- Supporting industry events, exhibitions, seminar/webinars and promoting the good work of the FIA.
- Delivering the FIA's world class training (after training) and developing new training and CPD.
- Answering technical calls and dealing with enquiries into the technical inbox; either dealing with directly or forwarding on where necessary. Training to the individual will be given to ensure all aspects of the design, installation, commissioning and maintaining of - Fire Detection & Alarm systems; fire extinguishing systems; portable extinguishers etc. are of a level to offer basic support.
- Assisting with arranging, managing, writing the minutes and summary reports for meetings be that Councils, Working Groups and Forums. be that online, hybrid or virtual.
- Helping with the production of technical documents including, but not limited to, fact files and codes of practice in the creation and production of.
- Assisting with production of training course material, both helping to create new training or updating existing training.
- Supporting with creating and producing of CPD presentations and reviewing CPD presentations submitted to the CPD certification centre by FIA members.
- Help the training department by ensuring that training documents are up to date and correct.
- To undertake such duties as may be required which are commensurate with the scale and title of the post as defined and required by the Technical Managers.

Diversity and Inclusion

At the FIA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports and celebrates our differences.

Applying for the role:

If you are excited by the opportunity to use your technical skills at the Fire Industry Association, we would be delighted to hear from you.

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