



## Job description

Job title	Fire Safety Manager
Department	Visitor Experience and Operations
Contract	Permanent
Salary	Benchmarked to existing salary
Hours	Full-time, 36 hours per week
Location	Tate Modern, Bankside, London Tate Britain, Millbank, London
Reporting to	Senior Safety Manager

## Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

## About the role

People make places!

Our aim is to create a visitor experience where everyone who visits feels that Tate is 'a place for me', is welcomed, encounters the art world's most inspiring and knowledgeable staff, and is further inspired to buy, join, donate and participate. Effective safety management plays a fundamental role in helping us to achieve this.

As Fire Safety Manager no two days will be the same. You will be working collaboratively on a wide range of truly extraordinary, high-profile exhibitions, events, and experiences, in a fast-paced environment, and at significant scale. Underpinned by a strong mission and values, you will have a unique role as a central point of advice and support. You will help to embed a positive safety culture across all teams.

You will work across Tate's varied sites, from our world class galleries to our storage facilities, providing advice and support to deliver a safe, secure, proactive and inspiring visitor and colleague experience. With a passion for problem solving and the ability to influence decision making, you will support Tate's Senior Safety Manager to ensure Tate's safety provision is best in class and reflective of the diverse needs of our audiences.

## About your team

The Visitor Experience and Operations department is part of the Audiences and Innovation Division, which works to drive reach, revenue and reputation for Tate - growing and diversifying audiences; generating income to support Tate's work, positioning the brand, and creating inspiring and engaging experiences for everyone who visits. As part of the Visitor Experience and Operations department's management team, you will play a crucial role in keeping audiences and colleagues safe.

You will work closely with stakeholders across the organisation, providing timely support and advice to ensure effective risk mitigations are in place across all workstreams. You will be seen as a subject matter expert, helping teams to find solutions and bring ambitious artistic visions to life.

## Who we are looking for

We are looking for a forward-thinking fire safety professional with a people centred approach, who has the ability to foster good relations with our teams and audiences, irrespective of the different communities we serve. With sound operational judgement, you will support the development of processes and training programmes to drive positive colleague engagement.

## What you will do

- Act as a central point of support and advice for colleagues in all departments and across all of Tate's sites. Foster a positive culture of collaboration with stakeholders
- Provide guidance to ensure all workstreams, projects and practices are robustly risk assessed and that appropriate mitigations, training and processes are in place
- Work closely with colleagues in operational teams to ensure Tate's fire safety practices represent best practice and are compliant with the relevant legal frameworks

- Manage the fire risk assessment process on Tate's behalf, ensuring its Fire Strategy and Fire Safety Policy are up to date and that appropriate measures are in place
- Manage Tate's fire safety training programme, including its fire related incident drills and table top exercises
- Maintain effective records on behalf of Tate, ensuring Tate's fire safety paperwork meets the requirements of the relevant legal frameworks
- Review and investigate fire safety incidents which occur on site. Be responsible for implementing additional mitigations as required
- Monitor and respond to incidents logged in Tate's central health and safety reporting system, assigning actions to colleagues and assisting in the administration of relevant tasks
- Work closely with operational teams to ensure fire safety is at the forefront of decision making. Ensure operational teams have the appropriate resources and training available to deliver against this
- Work closely with the galleries' Duty Managers to provide timely advice during incidents and emergencies
- Support the review of Tate's Fire Safety Policy and the management of its Health and Safety Committee
- Work closely with Tate's Estates department to ensure its buildings meet the relevant legal requirements
- Drive a positive fire safety culture, ensuring colleagues are engaged and demonstrating best practice
- Undertake regular reviews and audits of Tate's fire safety practices to ensure appropriate policies and processes are in place. Ensure non-conformities are addressed and implement new procedures as needed

## **What you will bring to the team**

- Demonstrable experience managing fire safety within a complex, public facing environment
- Excellent knowledge of fire safety legislation and its application in a public setting
- Relevant qualifications to meet the responsibilities of the role
- Strong operational judgement, with the ability to identify areas for improvement and implement process
- Excellent interpersonal and communication skills with the ability to collaborate with a range of internal and external stakeholders
- A proactive and solutions focussed approach to problem-solving and project management
- A strong attention to detail, with the ability to quickly establish an appropriate course of action when dealing with competing demands and priorities
- Highly organised with the ability to prioritise, co-ordinate and delegate tasks and work accurately under pressure to meet deadlines.
- Good project management skills
- An adaptable, collaborative approach
- An interest in and commitment to the work of Tate.

## Tate for all

### Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

### Our Values

**We are keen that whoever works at Tate, embodies, and can demonstrate our values:**

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

### Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.

- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

## How to apply

Our opportunities are open for you to apply online. Please visit:

[www.tate.org.uk/about/workingattate/](http://www.tate.org.uk/about/workingattate/) to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **18 May 2025** by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

