

## ROLE PROFILE

<b>Job Title:</b>	<b>Reports to:</b>	<b>Department:</b>	<b>Team:</b>	<b>Grade:</b>
Fire Safety Manager	Head of Asset Compliance	Asset Management	Asset Compliance	<b>D</b>

<p><b>Job Purpose:</b></p> <p>Providing operational and technical advice to Your Housing Group, responsible for the delivery of the Group’s programme of Fire Risk Assessments, ensuring delivered on time and to budget.</p>	<p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul> <p><b>Leadership Pillars:</b></p> <ul style="list-style-type: none"> <li>• Authenticity</li> <li>• Strategic Thinking</li> <li>• Innovation</li> <li>• Resilience</li> <li>• Inspirational Leadership</li> </ul>
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**Key Responsibilities:**

1. Responsible for meeting our statutory obligations for Fire Safety and the Group's delivery of the Fire Safety Strategy.
2. Drive the Group's risk management approach ensuring the Group remains compliant with cyclical fire safety programmes of work.
3. Strategic Lead for Fire Safety, working with the Groups Primary Authority Partners at Greater Manchester Fire & Rescue.
4. Operational responsibility for the management and delivery of the Group's Fire Safety workstreams ie Fire Service & Maintenance contracts, Fire Precaution and Fire Investment Programmes; ensuring balance between risk mitigation and programme delivery.
5. Provide strategic, operational and technical direction/advice, to all YHG stakeholders; subject matter expert for fire related matters.
6. Ensure the Group meets both statutory and non-statutory fire safety responsibilities, in line with legislation and associated building regulations.
7. Budget Management responsibility for financial planning, budget setting, budget optimisation and budget delivery incl Value for Money (VFM) in relation to the Group's Fire Safety matters.
8. Initiate and lead the delivery of Fire / Fire Safety internal projects, ensuring Fire Safety in line with the Group's policies, ensuring effective and appropriate translation of Fire Safety Strategy into practical application through the active promotion of Fire Safety.
9. Identify, define and deliver solutions to fire related problems utilising sector-best practices, ensuring the Group is "fit-for-the-future".
10. Establish, implement and maintain a performance framework for the management of contracts delivering Fire Safety servicing, repair and improvement programmes.
11. Implement effective mechanisms and be accountable for setting, managing, reviewing and reporting on contractor and team performance including providing commentary and information to inform the Groups accounts and taking appropriate steps to deliver services within budget.
12. Effectively manage risk, identifying and reporting any Health & Safety issues/breaches, actively promoting a safe working environment; ensure colleagues perform their duties with due regard to the Group's Health & Safety policies and procedures.
13. Ensure complaints are responded to and resolved within agreed timescales, working closely with contractors to stop complaints escalating; work proactively to minimise complaints, feeding into lessons learned, helping shape and improve the future service delivery to customers.
14. Prepare relevant and detailed Fire Reports; analyse/collate information from Fire Risk Assessments (FRAs)/reports and identify key themes and trends; share information in compliance reports to report on performance and inform / drive future improvements and new policies and procedures.

- 15.** Lead procurement activity and manage the delivery of statutory compliance contracts, ensuring economies of scale and value for money is maximised; support procurement delivery providing up to date strategic and technical advice.
- 16.** Work with the Group's Health & Safety Team to review Datix / Health & Safety concerns relating to Fire Safety / Fire Alarm activations and support an approach to mitigate future Datix / Health & Safety alerts, through proactive delivery of programmes of work targeting concerns.
- 17.** Key Lead/Contact for YHGs Primary Fire Authority and develop, establish and maintain a proactive relationship with them. Collaborate with said partner to undertake customer-based initiatives and Fire Safety Awareness Programmes
- 18.** Develop, establish and maintain a good working relationship with the Group's primary Fire Authority, collaborating to undertake customer-based initiatives and Fire Safety Awareness Programmes.
- 19.** Work closely with the Group's Head of Resident Safety and Building Safety Managers to oversee Fire Safety in buildings 18m+; ensuring a proactive approach and works and their undertakings do not adversely affect the fire safety of a building in which work is being undertaken; engage with our customers in partnership with the Head of Resident Safety and Building Safety Managers.
- 20.** Undertake additional duties appropriate to the role and/or grade.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of all aspects of building, construction and maintenance industries including the design process, contractual matter and legislation</li> <li>• Knowledge of Health &amp; Safety legislation and regulation for managing fire safety</li> <li>• Relevant knowledge of upcoming changes to fire safety</li> <li>• Strong knowledge of Regulatory Reform (Fire Safety) Order 2005, PAS 79, Building Safety Bill (BSB), Fire Safety Bill (FSB) and relevant British Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed knowledge of H&amp;S legislation and best practice associated with Fire Safety</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to own, oversee and run internal projects remaining within budgets and completion targets</li> <li>• Effective influencing skills, with the ability to drive behavioural change across a multi-site organisation</li> <li>• Excellent interpersonal communications skills</li> <li>• Ability to produce clear, well-structured reports, to Board level, to aid effective decision making</li> <li>• Ability to and build credible working relationships with internal and external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Project management experience within a safety environment</li> <li>• Ability to analyse and interpret data and communicate this at all levels</li> <li>• Excel skills, such as VLOOKUP's, data analysis and manipulation;</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience delivering effective compliance procedures and services</li> <li>• Project management experience within a safety environment</li> <li>• Experience of managing and leading team with experience managing a compliance team</li> <li>• Experience of working with Fire and Rescue Service</li> <li>• Experience of managing a programme of Fire Risk Assessments - managing the programme and receipt of large volumes of FRAs and the management of related actions to completion</li> <li>• Proven experience of managing contractors developing successful relationships, achieving challenging targets and objectives</li> <li>• Developing and delivering policies and procedures</li> <li>• Strong commercial/financial track record</li> <li>• Experience of setting up monitoring systems to assess risk</li> <li>• Experience of carrying out Fire related inspections</li> <li>• Experience of delivery training</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance Supplier / Contactor Management</li> <li>• Compliance Contract Manager</li> <li>• Experience of working with Primary Authority.</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• CFPA (Centre for Professional Advancement) Europe Diploma in Fire Prevention / member of the Institution of Fire Engineers</li> <li>• Relevant Asset Management, Construction and/or Fire Safety Qualifications</li> <li>• Degree/qualification in Fire or Building Services Engineering</li> <li>• NEBOSH Diploma in Fire related topics</li> <li>• IOSH Membership</li> <li>• Membership of a professional body such as IFSM (The Institute Of Fire Safety Managers)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Asset Management, Construction and/or Fire Safety Qualifications.</li> </ul>

<b>People Management Responsibility?</b>	Line management responsibility, including coaching, development and performance management.
<b>Budgetary Responsibility?</b>	Budgetary responsibility circa £8m
<b>Key Relationships (internal/external)</b>	Property colleagues, Community Teams, Your Response, residents, external partners
<p><b>Safeguarding of Children Young people and Vulnerable Adults</b></p> <p>Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>	

<b>Key Role Performance Indicators</b>
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| <ol style="list-style-type: none"><li>1. 100% compliance across all fire safety activities such as alarm servicing</li><li>2. Delivery of all FRAs ensuring 100% compliance</li><li>3. Completion of Fire Risk Assessment Actions within prescribed timescales</li><li>4. Delivery &amp; promotion of 5 fire safety initiatives such as fire door safety week</li></ol> |
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<b>Date Role Profile Created/Updated:</b>
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<b>May 2021</b>
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