

# Fire Safety Manager

## Grade

D

Director of Asset & Building Safety



Head of Compliance



Fire Safety Manager



Compliance Contract Manager; Compliance Surveyor x 2; Fire Actions Programme Manager;

## Department

Asset Management



Compliance

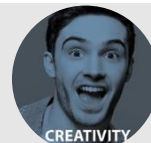
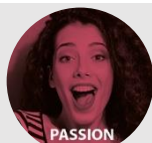
## Role Overview

Responsible for the delivery of Your Housing Group's programme of Fire Risk Assessments (FRAs) and associated remedial actions, ensuring delivered on time and to budget. Group's Strategic Lead for Fire Safety, providing operational and technical advice and making decisions to ensure the Group fulfils its statutory and regulatory fire safety obligations.

## RESPONSIBILITIES

- Ensuring the Group meets statutory and non-statutory obligations for Fire Safety and the Group's delivery of the Fire Safety Policy, Strategy and associated Fire Safety Procedures.
- Operational responsibility for the management and delivery of the Group's FRA programme and Fire Precaution Works; ensuring balance between risk mitigation and programme delivery.
- Initiate and lead the delivery of Fire Safety internal projects, ensuring Fire Safety is in line with the Group's policies, ensuring effective and appropriate translation of the Fire Safety Strategy into practical application through the active promotion of Fire Safety.
- Implement effective mechanisms and be accountable for setting, managing, reviewing and reporting on contractor, team and programme performance
- 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.
- Prepare relevant and detailed Fire Safety Reports; analyse/collate information from Fire Risk Assessments (FRAs)/reports and identify key themes and trends and Health & Safety issues/breaches; share information in compliance reports to report on performance and inform / drive future improvements.

## Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

- Lead procurement activity and manage the delivery of FRA and Fire Precaution contracts, ensuring economies of scale and value for money is maximised; support procurement delivery by providing up to date strategic and technical advice
- Key Lead/Contact for the Group's Primary Fire Authority and local Fire & Rescue Services; leading on customer-based initiatives and Fire Safety Awareness programmes, conducting joint site visits and leading on managing improvement and/or enforcement notices.
- Review, develop and maintain a suite of fire safety related standard operating procedures
- Part of the on-call rota.
- Undertake additional duties appropriate to the role and/or grade.

## STRENGTHS

- Ability to own, oversee and run internal projects remaining within budgets and completion targets
- Effective influencing skills, with the ability to drive behavioural change across a multi-site organisation
- Ability to communicate complex and technical information to non-technical customers and colleagues
- People Management experience
- Ability to produce clear, well-structured reports, to Board level, to aid effective decision making
- Ability to and build credible working relationships with internal and external stakeholders
- Excellent interpersonal communications skills.
- Budget Management experience

## ESSENTIAL REQUIREMENTS

- ✓ Knowledge of all aspects of building, construction and maintenance industries including the design process, contractual matter and legislation
- ✓ Knowledge of Health & Safety legislation and regulation for managing fire safety
- ✓ Strong knowledge of Regulatory Reform (Fire Safety) Order 2005, PAS 79, Building Safety Bill (BSB), Fire Safety Act and relevant British Standards
- ✓ Experience of setting up monitoring systems to assess risk
- ✓ Managing a programme of Social Housing FRAs - managing the programme and receipt of large volumes of FRAs and the management of related actions to completion
- ✓ On site project management experience within a safety environment
- ✓ Proven experience of managing contractors developing successful relationships, achieving challenging targets and objectives
- ✓ Experience of carrying out Fire related inspections

## ESSENTIAL REQUIREMENTS

- ✓ Relevant Asset Management, Construction and/or Fire Safety Qualifications
- ✓ Previous people management experience
- ✓ NEBOSH Diploma in a Fire related topic / IOSH membership
- ✓ HNC/D or Degree qualification in Fire, Building Services Engineering or Health & Safety discipline
- ✓ Previous budget management experience
- ✓ Membership of a relevant professional body such as IFSM (The Institute Of Fire Safety Managers)

## BENEFICIAL TO THE ROLE

- ✓ Experience of delivering fire safety related works within Supported/Extra Care residential environments.
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- ✓ Full UK Driving License & use of own vehicle
- ✓ Knowledge of the NFCC Fire Safety in Specialised Housing Guide. of H&S legislation and best practice associated with Fire Safety
- ✓ Ability to analyse and interpret data and communicate this at all levels
- ✓ Excel skills, such as VLOOKUP's, data analysis and manipulation

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