

ROLE PROFILE

Job Title:	Reports to:	Department:	Team:	Grade:
Fire Actions Programme Manager	Head of Compliance	Asset Management	Asset Compliance	E

<p>Job Purpose:</p> <p>Maintain robust due diligence systems primarily relating to Fire Risk Safety works; ensure all Fire Risk Actions resulting from Fire Risk Assessments are completed/closed within Target Timescales, thereby ensuring Your Housing Group’s stock meets regulatory and statutory compliance, now and in the future.</p>	<p>Competencies:</p> <ul style="list-style-type: none"> • Passion • Pride • Creativity • Accountability <p>Leadership Pillars:</p> <ul style="list-style-type: none"> • Authenticity • Strategic Thinking • Innovation • Resilience • Inspirational Leadership
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Key Responsibilities:

1. Overall accountability for the delivery of the Fire Risk Action work programmes, taking operational responsibility for contract management of the programme.
2. Provide a strategic overview to ensure Fire Risk Actions are managed effectively across the business utilising a risk-based approach working with the Resident Safety function, Fire Safety Lead, Housing Management and/or Operations Departments.
3. Provide assurance on the performance and quality of work carried out by your contractors, analyse feedback to ensure all works are carried out in accordance with agreed service standards and legislation through relevant reports to support YHG's assurance framework.
4. Monitor expenditure, manage the contract authorisation and payment process, identify opportunities to value engineer service delivery and ensure compliance with the Group approach to service charge setting and Operational Standing Orders are maintained at all times and manage all supplier queries relating to the delivery of the contract.
5. Lead Monthly 'Contractor Operational Meetings' and ensure continuous improvement and the development of improvement plans.
6. Support the Compliance Management Team with technical, financial or operational advice/support.
7. Ensure residents and customers of an 'affected' building are involved / notified of the delivery of the work required.
8. Part of the on call rota.
9. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of Health & Safety legislation and regulation for managing fire safety • Thorough understanding of Fire Safety Regulatory Reform Order 2005 • Knowledge of building construction and/ or maintenance industries including the design process, contractual matters and legislation. • Performance management and Key Performance Indicators understanding • Strategic issues and policies relating to compliance in local government 	<ul style="list-style-type: none"> • Compliance Asset and Management Understanding • Knowledge of managing Compliance related work activity and its supply chain • Knowledge of Repair and Compliance ICT Systems including Orchard Housing Management (OHMS) and Keystone
Skills	<ul style="list-style-type: none"> • Ability to influence at all levels • Proven leadership skills demonstrating ability in delivering effective compliance procedures and services • Ability to Identify, build, monitor and maintain constructive relationships with stakeholders by influencing their effective contribution and manage expectations to positively impact agreed business objectives. 	<ul style="list-style-type: none"> • Ability to adopt innovative solutions resulting from changes within the regulatory and legal framework

Experience	Essential	Desirable
	<ul style="list-style-type: none"> • Experience of managing large projects to budget delivery Value for Money • Extensive building management experience • Extensive experience of project management and delivering successful outcomes • Experience of working with Fire and Rescue Services • Managing statutory and non-statutory compliance for a Social Housing Provider • Preparation, control and monitoring of budgets in excess of £2 million • Managing an external team of professional and technical staff • Risk management and its application in a performance management setting • Procurement of contracts for services and works, accessing technical and other competencies of contractors and consultants • Required to travel extensively throughout the Business Area and will be part of an On-Call rota for YHG 	<ul style="list-style-type: none"> • Organisational lead for ensuring the organisation complies with all legislative, regulatory or governance requirements and best practice for Asset Compliance specialisms • People Management experience

Qualifications/Education	<ul style="list-style-type: none">• Relevant Asset Management, Construction and/or Fire Safety qualifications	
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People Management Responsibility?	Line management responsibility, including coaching, development and performance management.
Budgetary Responsibility?	Budgetary responsibility of circa £5m
Key Relationships (internal/external)	

Safeguarding of Children Young people and Vulnerable Adults
 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.

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.

- Key Role Performance Indicators**
1. Ensure budgets are managed within a 3% tolerance +/-
 2. Ensure 100% 'open' work orders/actions are completed within agreed target timescales
 3. Ensure Operational Contracts are being managed via effective use of KPI's and Contractor Information
 4. Ensure all Safety Certification and Inspection Documents for your Service Areas have been received and Quality Checked. Ensuring accuracy and that any remedial works are noted and issued to the compliance supply chain

Date Role Profile Created/Updated:	September 2020
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