

Fire Actions Programme Manager

Grade: Your 07

Contract Type: Regional Worker

Head of Compliance & Building Safety



Building & Fire Safety Lead



Fire Safety Manager



Fire Actions Programme Manager



Fire Safety Coordinator (Actions)

Department:

**Asset Management → Asset Compliance →
Building & Fire Safety**

Role Overview

The Fire Actions Programme Manager will support the delivery of the Group's fire safety strategy & compliance framework, working with the Fire Safety Manager to ensure adherence to all relevant fire safety legislation, regulatory requirements & organisational policies.

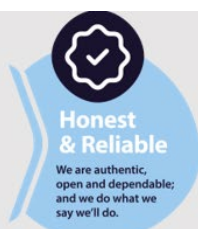
The role is responsible for overseeing fire risk assessment and fire door inspection programmes, managing remedial actions, providing fire safety advice, monitoring performance & compliance, & engaging with customers, contractors, regulators & internal stakeholders to promote a positive fire safety culture.

Subject to a basic DBS check.

RESPONSIBILITIES

- Support the Fire Safety Manager to deliver the Group's fire safety management arrangements in accordance with the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) Regulations & other relevant legislation, through the implementation of the Fire Safety Policy, Fire Safety Management Plan & associated procedures.
- Lead the effective management & delivery of Fire Risk Assessment (FRA) programme & associated remedial actions, reviewing findings & recommendations, determining appropriate corrective measures & ensuring resources are prioritised using a risk-based approach.
- Monitor the delivery of FRA actions, ensuring they are completed to the required standard & within agreed timescales.
- Lead the effective management & delivery of the Fire Door Inspection (FDI) programme & associated repairs, ensuring repairs are prioritised using a risk-based approach.
- Develop, implement & maintain a robust audit, inspection & assurance framework to verify FRA & FDI quality, compliance status & timely completion of remedial actions.
- Provide fire safety advice, guidance & support to internal & external colleagues, ensuring statutory duties & organisational responsibilities are understood & effectively discharged.

Our values



Through our **passion** for housing, more **people** have a **safe** place to call **home**

- Develop & maintain fire safety procedures, guidance notes & operational documentation.
- Liaise & maintain positive working relationships with Fire & Rescue Services, enforcing authorities & other key stakeholders, ensuring actions arising from audits, inspections, notices & enforcement activity are effectively managed & closed out.
- Consult & engage with residents, customers & stakeholders regarding fire safety matters, ensuring timely communication of planned works & fire safety information, & co-ordinating access arrangements where necessary.
- Manage & respond to customer enquiries, concerns & complaints relating to fire safety, ensuring responses are professional, accurate & delivered within required timescales.
- Ensure the provision of statutory fire safety information to residents & other relevant parties, including information required under the Fire Safety (England) Regulations.
- Review fire incident, near miss & unwanted fire alarm signal investigations to ensure root causes & corrective actions have been identified & measures to prevent recurrence & improve fire safety performance have been implemented.
- Monitor changes in fire safety legislation, regulatory guidance & industry best practice, ensuring emerging requirements are assessed & embedded within policies, procedures & operational delivery.
- Analyse performance data & compliance information, preparing monthly, quarterly & annual performance reports relating to FRAs, FRA actions, FDIs & FDI repairs to support decision-making, governance & assurance activities.
- Provide effective leadership & line management to direct reports, including the Fire Safety Coordinator, setting objectives, managing performance, supporting wellbeing & facilitating professional development.
- Undertake any other duties commensurate with the grade & responsibilities of the role, supporting the delivery of the organisation's compliance, safety & asset management objectives.

QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS

- ✓ Relevant professional qualification in fire safety &/or building safety, or a related discipline.
- ✓ Evidence of continuing professional development (CPD).

STRENGTHS

- ✓ Ability to influence & build effective working relationships at all levels
- ✓ Excellent communication skills, both written & verbal
- ✓ Excellent organisational & planning skills.
- ✓ Ability to interpret technical & regulatory information & adapt to associated changes.
- ✓ Ability to manage multiple priorities & work under pressure.
- ✓ Attention to detail & commitment to compliance.
- ✓ Proficient in the use of IT systems, including Microsoft Office applications, & excelled data analysis skills.



ESSENTIAL TO THE ROLE

- ✓ Experience of fire risk management in residential buildings, with an understanding of associated guidance documents.
- ✓ Experience of procuring & managing contracts for fire safety related services, assessing technical & other competencies of external consultants.
- ✓ Thorough understanding of the Regulatory Reform (Fire Safety) Order 2005, Fire Safety (England) Regulations & other relevant fire safety legislation.
- ✓ Experience working with the Fire & Rescue Service.
- ✓ Experience of performance management & data analysis, with an understanding of KPI's.
- ✓ An understanding of landlord health & safety/compliance & asset management.
- ✓ Knowledge of health & safety legislation, including Construction Design & Management (CDM) Regulations 2015.
- ✓ Experience delivering inspections, audits & quality assurance activities.
- ✓ Experience investigating incidents, complaints & service failures, & implementing corrective actions.

BENEFICIAL TO THE ROLE

- ✓ Experience working within the social housing sector.
- ✓ Knowledge of the Building Safety Act & other building safety legislation.
- ✓ Experience using asset & compliance management databases such as MRI & C365.
- ✓ Experience supporting regulatory inspections & external audits.
- ✓ Full UK Driving License & use of a vehicle

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