



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Fire Safety Officer	<b>Role Profile Number:</b> SBC_10997
<b>Grade:</b> CFL 7 <b>Salary:</b>	<b>Date Prepared:</b>
<b>Directorate/Group:</b> Property Maintenance	<b>Reporting to:</b> Fire Safety Manager
<b>Structure Chart attached:</b>	

### Job Purpose

The post holder will be responsible for the delivery Fire Risk Assessments to approx. 10,500 tenanted homes, 240 corporate and commercial operational Council owned properties, 8 high rise tower blocks, 90 medium rise blocks of flats and 500 low rise blocks of flats.

Working in partnership with Asbestos Manager, Building Services Engineer and Facilities Manager to maintenance the Council's Statutory Compliance.

### Key Accountabilities

- Development of systems for Fire Safety Management.
- Completion of the Fire Risk Assessment programme
- Prioritise of remedial actions
- Procurement and appointment of Building Contractors for the completion of Fire Risk Assessment actions (remedial fire safety works)
- Completion of training and support of premises managers
- Escalation of any non-conformance by premises managers to Fire Safety Manager
- Create reports on progress to be compliant in relation to Fire Safety works.
- Plan and support Fire Drills with Corporate Health & Safety, Premises managers and Dorset and Wiltshire Fire and Rescue Service.
- Review of Fire Safety Measures following a report of a Fire in either an operational or Housing Building
- Act on fire prohibition and enforcement notices

## **Supplementary Accountabilities**

- Promote locality working and support neighbour wardens and premises managers
- Promote customer care, equality and diversity best practice including arranging training Fire Safety Officers and Premises managers
- Attend information events and meetings outside normal office working hours and at weekends as and when required
- Chair meetings and represent other managers within the team as and when required
- Deputise for other surveyors and engineers to ensure essential service delivery cover is maintained
- Participate in continuous professional development

## **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Good working knowledge of the Health & Safety at Work Act
- Competent Risk Assessor (RAMS)
- Good working knowledge Passive and re-active fire protection
- Good Working knowledge of building construction, including non-traditional built properties
- IT literate with advanced excel capability (pivots/graphs/formulae etc.)
- Ability to develop programmes of works.
- Good Time management
- Contractor management experience CDM/non-CDM and project management
- Ability to run training in relation to fire safety to both technical and non-technical staff

## **Qualifications**

- Construction or Social Housing experience essential or trade background
- NEBOSH Fire Certificate or equivalent
- IFE or equivalent registered Fire Risk Assessor
- Recognised qualification in advanced Fire Safety Assessment.
- Current driving licence

## **Decision Making**

- Diagnosing building faults and recommending repair solutions, in relation to Fire Safety
- Deciding on most cost effective repair to be carried out (estimates & pricing)
- Approving expenditure on Fire active / pro-active contracts

## **Creativity and Innovation**

- Identifying and introducing service improvements
- Flexibility in delivering, Fire Risk Assessments and safety testing programme

- Producing communication presentations and articles

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• 10200 Domestic and 800 Commercial, Fire Risk Assessments</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>Up to 250k safety inspections and remedial works</p> <p>Council owned property</p>
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**Contacts and Relationships** *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges
- Technical advice to both internal & external partners/clients
- Giving specialist and general property advice to local Councillors and Members of Parliament
- Producing policies, standard letters, written reports, presentations and form templates
- evaluated and built upon through a strong approach to continuous organisational development.

**Other Key Features of the role** *(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)*

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough