

<b>Job Title:</b> Fire Safety Manager	<b>Role Profile Number:</b> SBC_10995
<b>Grade:</b> Level 11	<b>Date Prepared:</b>
<b>Directorate/Group:</b> Property Maintenance	<b>Reporting to:</b> Building Services Manager
<b>Structure Chart attached:</b>	No

**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. As well as under take the management of the Fire Safety Officers and Fire Technical support officers.

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

**Key Accountabilities**

- Support Corporate Health & Safety, to review and amend the Policy for Fire Safety and Fire Risk Assessments.
- Review, development and maintain the systems for Fire Safety Management.
- Review the completion of the Fire Risk Assessment programme. Including the validation of the assessments and appointment of Specialist contractors for the completion of Fire Risk Assessments.
- Procure and administration of remedial fire safety works following the completion of the Fire Risk Assessments by specialist contractors.
- Management external consultants and reports on remediation works
- Completion of training and support of premises managers
- Create reports on progress to be compliant in relation to Fire Safety works
- Procure and administration of fire safety project improvements / 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

- Escalation of non-conformities to service leads
- Procurement and commission of 3<sup>rd</sup> party external audits
- Manage and respond to Fire prohibition and enforcement notices
- Provide support to the senior management team, providing data and certification in relation to fire following a manager incident
- Plan and manage the delivery of a programme of fire safety projects across the Council's operational, service and investment properties ensuring that projects are managed in accordance with agreed Project Management and reporting principles.
- Act as subject matter expert (Fire) to, Project Managers and building surveyors to ensure effective delivery of the programme.
- Engage with key stakeholders and ensure effective communication and involvement with project activity.
- Co-ordinate programme and project resources including people resources.
- Track all fire safety related project activity including monitoring against budgets and delivery of targets against time and cost.
- Maintain formal project controls (risks, assumptions, issues and dependencies) – ensuring these are visible and accessible and continually updated and acted upon.
- Deliver the programme and projects in accordance with agreed standards.
- Taking action to address risks including escalating risks and taking action to eliminate reduce or delay risk.
- Monitoring the expenditure and costs against the funding as the programme progresses.
- Managing third party contributions to the project or programme.
- Embedding change as a result of projects into business as usual activity.
- Escalate risks and issues which may impact any aspects of performance or the Council's reputation.

To take responsibility for HR issues such as holidays, welfare, disciplinary matters for all staff directly supervised.

### **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
- Assist in the management of staff including interviews, appointments and evaluation of performance
- 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
- Ability to develop effective working relationships with customers impacted by project activity
- Knowledge of local authorities' financial policies, requirements and standing orders.
- 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
- Experience of writing specifications for fire safety project work
- Experience of procuring fire safety construction work
- Experience of administering fire safety project work
- Experience as a Lead Auditor
- Competent Risk Assessor (RAMS)
- Good working knowledge Passive and re-active fire protection
- Good Working knowledge of building construction, including non-traditional built properties
- Proficient policy writer and reviewer
- Knowledge of standing orders and procurement regulations
- IT literate with advanced excel capability (pivots/graphs/formulae etc.)
- Extensive experience of managing a small team of surveyors
- Extensive contractor management experience CDM/non-CDM and project management
- Experience in delivering presentations to senior management team.
- Ability to run training in relation to fire safety to both technical and non-technical staff

## **Qualifications**

- Construction or Social Housing experience essential,
- BSC/NEBOSH Diploma / NVQ6 in Occupational Health & Safety (+5-10years fulltime practical applications)
- Fire Risk Assessor (HTM-05, NEBOSH, IFE)
- Experienced qualified Trainer (PTLLS)
- Current driving licence

## **Decision Making**

- Diagnosing building faults and recommending repair solutions
- Deciding on most cost effective repair to be carried out (estimates & pricing)
- Approving expenditure on Fire active / pro-active contracts
- Resourcing and appointing staff and terminating employment
- Initiating corrective action for poor performance by operatives and contractors.

## **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>• Manage approx. 2 Fire Safety Officers, a technical support officer and specialist contractors,</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>
--	--	---

**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

**Values and Behaviours**

*We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrative and live our organisational values and behaviours, this mean in our work we are:*

**Connected: We put Swindon and its people at the heart of everything we do.**

- We display a communication and behavior style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

**Resilient: We are forward thinking and work smart**

- We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

- We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**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

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	