

Job Description



Job Title: Compliance Manager (Fire Safety)	Service Area: Housing Works Commissioning	
Directorate: Inclusive Economy and Housing	Post Number:	Evaluation Number: 5870
Grade: LPO7	Date last updated: First Issue	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

Accountable for the preparation and delivery of the Fire Risk Assessment (FRA) programme for the Councils owned and managed homes, ensuring that all FRAs are up to date and are of a high quality utilising an appropriate quality assurance process and programme.

Manage the consultant Fire Risk assessors to deliver suitable and sufficient fire risk assessments. Assign, manage and track fire risk actions to the most appropriate person/team for completion.

Be a super user for the Northgate FRA risk management software. Developing the system as necessary to ensure that it remains effective. Work with the data and systems team to develop the IT system as required to support the FRA process.

Provide regular reports, develop, and issue key performance information to all teams as necessary and on a regular basis.

Work with other teams to deliver the successful completion of fire safety actions.

Job Context

1. The post holder reports to the Head of Fire Safety.
2. The post holder does have line management responsibility – managing the fire safety data team.
3. The post holder is responsible for managing the FRA process and ensuring actions are issued, managed, and completed.
4. The post holder will manage the consultant fire risk assessors, appointed to undertake fire risk assessments.
5. The post holder will work collaboratively with all teams to deliver positive outcomes and maintain resident safety.
6. The post holder will prepare and present KPI reports on the fire safety programme.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Responsible for managing the FRA process and ensuring actions are issued, managed, and completed.
2. Be a super user for the Northgate FRA risk management software. Developing the system as necessary to ensure that it is effective.
3. Work with the asset management team to identify fire safety works from the FRA process for planned investment.
4. Work collaboratively with managers and employees across the department to engender and maintain a positive Health & Safety culture.
5. Work in partnership with Building Safety Managers and the Head of Fire Safety and the Fire Safety advisors to develop an appropriate fire safety procedure to comply with legislation and the Council's policies and procedures.
6. Develop and maintain relationships with key internal and external stakeholders, including fire enforcement bodies, contractors, and partners.
7. Ensure statutory, regulatory & governance compliance. Using both performance data received from operational teams and information gathered through audit and review.

8. Accountable for the preparation and delivery of the Fire Risk Assessment programme and ensuring that all FRA's are up to date and are of a high quality utilising an appropriate quality assurance process and programme.
9. To develop effective communications, liaison and working relationships with all relevant organisations, bodies, and individuals, both internally and externally, to ensure the successful delivery of fire safety and to support senior management and management teams in doing the same.
10. To attend meetings as required to present KPI information and/or develop the service.
11. To help develop policies and procedures to support the work of the team and department.
12. To work collaboratively with the Corporate Council H&S team to ensure good practice and contribute to the overall H&S structures in place within the Council.
13. To carry out such other duties within the competence of the post holder which may be reasonably required from time to time.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: <ul style="list-style-type: none"> • Knowledge of fire safety legislation and its applications to housing. • Knowledge of the Fire Risk Assessment process. • Experience of report writing for different audiences. • Data system knowledge. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
EXPERIENCE:	

<ul style="list-style-type: none"> • Experience of successful compliance management in a complex organisational environment. • Experience of working in a building compliance or fire safety environment. • Possession of a demonstrable track record of delivering results on time, to a high quality. • Experience of managing people to deliver great service outcomes. • Experience of using data systems and preparing reports as required. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Degree qualified or similar appropriate qualification. • Knowledge of fire safety and general building compliance matters. • Analytical ability associated with management of data, the understanding and interpretation of which is key to delivery of programmes to deliver assurance. • An ability to work with, support and enthuse other people. • An ability to lead, motivate and support and enable people. • Ability to build effective working relationships with individuals and organisations within and outside the council. • Ability to articulate ideas well in written and oral communications. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<ul style="list-style-type: none"> • Demonstrates a flexible and innovative approach to problem-solving. • Ability to effectively manage conflicting priorities and to remain calm under pressure. • Good knowledge of MS: Word, PowerPoint, Excel, and Visio • Familiar with software-based data management systems. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Commitment to improving fire safety with a person-centred approach.</p> <p>Maintains a high standard of ethics and professional conduct.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p>	