

Job Description



Job Title: Fire Safety Manager	Service Area: Building Safety Team	
Directorate: Housing Department	Post Number: 10021799	Evaluation Number: JE LBN364
Grade: SMRA	Date last updated: November 2022	

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

Overall operational responsibility for fire safety across the Councils owned and managed housing assets ensuring consistent and quality fire safety management and improvement. Ensuring the Council meet both statutory and non-statutory responsibilities in relation to legislation and associated building regulations.

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

Ensure statutory, regulatory & governance compliance. Using both performance data received from operational teams and information gathered through audits, incident investigation and enforcement bodies.

Develop, update, and maintain the Housing Departments Fire Safety management policy. Providing instruction, training, and guidance as necessary to ensure that it is effective.

Lead an expert technical team to manage all aspects of fire safety across all the Councils Housing assets ensuring services are maintained and improved.

Job Context

1. The post holder reports to the Head of Building Safety.
2. The post holder does have line management responsibility.
3. The post holder is responsible for fire safety across all the Councils owned and managed Housing Assets.
4. The post holder will be the senior fire safety officer within the Councils Housing Department.
5. The post holder will work collaboratively with all teams to deliver positive outcomes and maintain resident safety.
6. The post holder will ensure that residents are consulted, updated, and informed on all matters relating to fire safety.
7. The post holder will prepare and present reports to senior staff and managers and chair the Operational Fire Safety Group.
8. The post holder will have 5 direct reports and responsible for a team of 11.
9. Budget holder for the Fire Risk Assessment programme, circa £500k

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. Provide a professional advisory service embracing all areas of fire safety management.
2. Provide regular reports to Senior Management; the Executive Group; and Elected members, as necessary.
3. Lead an expert technical team to manage all aspects of fire safety across all Council Housing assets ensuring services are maintained and improved.
4. Work with teams to enable them to deliver fire safety improvement projects as identified through current guidance, regulatory change, fire safety policy, or best practice.

5. Work collaboratively with managers and employees across the department to engender and maintain a positive Health & Safety culture.
6. Work in partnership with Building Managers to develop an appropriate fire safety procedure to comply with legislation and the Council's policies and procedures.
7. Develop and maintain relationships with key internal and external stakeholders, including fire enforcement bodies, contractors, and partners.
8. Ensure statutory, regulatory & governance compliance. Using both performance data received from operational teams and information gathered through audits, incident investigation and enforcement bodies.
9. Accountable for the preparation and delivery of the Fire Risk Assessment programme and ensuring that all FRA's are up to date are of a high quality and actions managed effectively, utilising an appropriate quality assurance process and programme.
10. Reporting and investigating any fires or near misses at any Council managed and owned housing stock.
11. Promoting or providing fire safety training to Council employees in collaboration with heads of service and management.
12. To manage an effective system for project assurance, quality assurance, skills database and training including ensuring clear and consistent arrangements.
13. 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.
14. To ensure the effective management of risks and issues within the Council's housing assets.
15. To champion, lead and enable effective communication with staff and residents.
16. Develop appropriate budgets to support the fire safety programme and remedial works in consultation with the Head of Building Safety and other teams as required.
17. To assist the Head of Building Safety in overseeing the administration of the Building Safety Board.
18. To attend, as required, Programme and Project Boards, as required.
19. To organise and chair monthly Fire Safety Operation group meetings.

20. To assist the Head of Building Safety with the development of policies and procedures relating to fire and building safety.
21. To develop policies and procedures to support the work of the team and department.
22. 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.
23. 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 requirements for good fire safety management and maintenance operations. • Knowledge of Fire Risk Assessment process and guidance/best practice. • Knowledge of building construction • Knowledge of stakeholder engagement. • Knowledge of the emerging fire 	<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>safety and building safety legislation.</p> <ul style="list-style-type: none"> • Experience of report writing for different audiences. • Knowledge of PAS 79 • Knowledge of BS 9999: Code of practice for fire safety in design, management and use of buildings. • A working knowledge of the Regulatory Reform (Fire Safety) Order 2005 	<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>EXPERIENCE:</p> <ul style="list-style-type: none"> • Experience of successful fire safety management at a senior level in a complex organisational environment • Experience of working in a building compliance or fire service environment. • Possession of a demonstrable track record of delivering results on time, to a high quality. • Experience in the corporate affairs of a complex, multi-disciplinary service orientated organisation, including project planning and the management of change. • Experience of using people management techniques to deliver change through others. • Experience of preparing and presenting reports at board meetings. • Experience of completing fire risk assessments for housing assets. 	<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>

<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Degree qualified or similar qualification. • A member of the IFE, IFSM, IFPO • Analytical ability associated with management data, the understanding and interpretation of which is key to delivery of programmes to deliver assurance. • A flexible approach and a willingness to embrace and promote new ways of working. • An ability to work with, support and enthuse other people. • An ability to deliver through positive interaction with team members. • An ability to lead, motivate and support and enable people. • Ability to manage conflict creatively. • 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. • 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 	<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> <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> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
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<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> <p>Driving licence and available vehicle for work purposes</p>	