



JOB TITLE:	Fire Safety Manager
DEPARTMENT:	Property Services
POST NUMBER:	1924
GRADE:	7
ACCOUNTABLE TO:	Building Safety Manager
LOCATION:	Hybrid Working, City Offices and any office of the City Council as may be required.

POST OBJECTIVE

Working in partnership with the Building Safety Manager and the Assets and Planned Maintenance Manager, ensure landlord Fire Risk Assessment compliance duties are met.

Lead, develop and deliver the compliance programme for fire safety across the landlord service.

Be the Responsible Person for Fire Compliance, ensuring first line assurance audits across all fire- safety related areas.

Having Council landlord responsibility for the delivery of Fire Risk Assessments programme within council owned homes and communal areas. Manage and oversee the completion of FRA actions across the landlord service.

The post holder will be responsible for leading and managing a team of external consultants and contractors managing fire safety compliance activities, overseeing contractor performance and delivery in the following areas:

- FRA program of all Blocks
- FRA remedial actions
- All Fire safety equipment servicing to include
 - Fire Alarms
 - AOV's
 - Emergency lighting
 - Fire door quarterly and annual inspections
- Fire door replacement/repair program
- Main point of contact as the responsible person with the fire service

Providing effective business advice and support for colleagues across housing teams to understand fire safety compliance responsibilities within their direct business area.

To support corporate Health & Safety objectives by supporting reviews and amendments of the corporate policy for Fire Safety and Fire Risk Assessments.

To ensure the delivery of effective communications, putting the customer at the heart of everything we do and building positive relationships with all stakeholders for the development and delivery of resident engagement strategies in relation to fire safety.

SPECIFIC TASKS:

1. To be the main point of contact for expert advice and guidance on Fire Risk Assessments and compliance within consumer regulation to ensure effective delivery of Fire Risk Assessments and fire compliance related programs.
2. To act as the Responsible person ensuring compliance with duties outlined in the Building Safety Act 2022, including submitting key building safety information to the Building Safety Regulator and maintaining building registration.
3. Oversee the completion of the Fire Risk Assessment program, including the validation of the assessments and appointment of specialist contractors for the completion of fire risk assessments.
4. Procurement and administration of remedial fire safety work and project improvement work following the completion of Fire Risk Assessments by specialist contractors in accordance with Council policy.
5. Management of external consultants where required to support completion and quality assurance of work.
6. Manage and respond to Fire prohibition and enforcement notices, escalating to senior management when required.
7. Ensure that effective compliance performance management and recording systems are in place to deliver and monitor on Fire Risk Assessment recommendations and actions.
8. Compile and monitor the Risk Register for Fire Risk Assessment recommendations and actions. Taking action to address risks including escalating risks and mitigating actions to eliminate, reduce or delay risk.
9. Evidenced ability to analyses/ assess fire risks and ensure effective problem solving to address and resolve fire compliance issues.
10. Lead and track all fire safety related project activity including monitoring against the HRA budget(s) and delivery of set targets against time and cost.

11. Review of Fire Safety Measures following a report of a fire in a council home or communal area.
12. Provide support to the housing Divisional Management Team (DMT), providing data and certification following a fire incident.
13. Ensure that effective fire compliance management is in place to deliver quality management and performance improvement, which facilitate business development and continuous improvement.
14. Ensure all systems/works are undertaken in accordance with all statutory requirements, industry codes of practice and the Council's Constitution.
15. To undertake such duties, as determined by the Building Safety Manager, commensurate with the grade of the post and the abilities of the post-holder.
16. To attend information events and meetings outside of normal office working hours when required
17. To ensure that all fire compliance certification and documentation is accurate, robust and suitably stored to evidence compliance.
18. To ensure robust management of fire compliance program delivery within agreed annual budget within your areas of responsibility.
19. To develop, implement, monitor and review policies and procedures in relation to fire compliance activities within the scope of the role.
20. To remain up to date with changes to legislation and the wider industry to ensure WCC is meeting its statutory duties, ensuring the ongoing safety of customers, staff, contractors and stakeholders.
21. To facilitate training and support to landlord services colleagues to ensure staff have a relevant understanding of fire compliance activities and their role and responsibilities within this.
22. To lead the procurement of strategic service contracts and frameworks relevant to the compliance service area, ensuring that suitable contractor and consultant resources are in place to meet the operational needs of the service.
23. As a member of the team, we contribute to the development of the wider service area and other relevant workforce plans and strategies, in line with our priorities.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other people who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....



Winchester
City Council

PERSON SPECIFICATION

JOB TITLE

Fire Safety Manager

POST

NUMBER:

DEPARTMENT:

**Housing Property
Services**

DATE:

November 2024

Requirements		Weighting	Assessment Method
Skills	Strong customer focus and commitment to the principles and practices of excellence customer service.	3	A/I
	Ability to interpret relevant legislation and Government guidance.	3	A/I
	Ability to design systems to produce data to measure and demonstrate service delivery compliance.	3	A
	Ability to interpret statistical information for performance management, to identify service risk, improvements, trends, service gaps.	3	A/I
	Excellent IT skills across a range of applications.	3	A/I
	Excellent communication skills and ability to communicate effectively with a varied range of stakeholders.	3	A/I
	Ability to run training in relation to fire safety to both technical and non-technical staff.	2	A/I
	Proactively shares knowledge and information.	3	A

Experience	Detailed knowledge of specific regulations: Building Safety Act 2022, Fire Safety (England) Regulations 2022, and Approved Document B	3	A/I
	Familiarity with the role of the Principal Accountable Person and Responsible Person	3	A/I
	Competent Risk Assessor (RAMS)	3	A/I
	Experience of writing specifications for fire safety project work.	3	A/I
	Experience of procuring fire safety construction work.	2	A/I
	Experience of administrating fire safety project work.	3	A/I
	Good working knowledge Passive and re-active fire protection	3	A/I
	Good Working knowledge of building construction, including non-traditional built properties	3	A/I
	Knowledge of standing orders and procurement regulations	3	A/I
	Experience of report writing and policy and procedure formulation.	2	A/I
	Project Management skills	2	A/I
	Experience of identifying, developing, and delivering business outcomes and objectives.	3	A/I
	Experience of managing a budget.	2	A/I
Personal Qualities	Commitment to high standards of service delivery with a customer centric approach.	3	A/I
	A self-starter, prepared to use own initiative and make decisions.	3	A/I

	Ability to work under pressure and manage competing priorities, adapting to change to deliver on a range of service delivery ambitions.	3	A/I
	Make sound and evidence-based judgements	3	A/I
	Good time management skills and ability to prioritise tasks.	3	A/I
	Have a positive can-do attitude.	3	A/I
Specific Job Requirements	Good knowledge of local authority financial policies, requirements and standing orders.	3	A/I
	Good working knowledge of the Health and Safety at Work Act	3	A/I
	Occasional attendance at evening and weekend meetings.	3	A
	Able to be flexible in approach to responsibilities and to working hours.	3	A/I
	Must be able to meet the travel requirements of the post.	3	A
Qualifications	Building compliance, fire safety and building repairs experience.	3	A
	Social housing sector experience	2	A
	Fire Risk Assessor (HTM-05, NEBOSH, IFE)	3	A
	Continuous professional development and up to date knowledge of fire safety standards through ongoing training or certifications (e.g IFE membership)	3	A

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job