



JOB PROFILE

JOB TITLE:	Fire Safety Lead
REPORTING TO:	Head of Building & Fire Safety
TEAM:	Safe Homes

JOB OVERVIEW

Leading and developing a proactive fire safety function by providing professional support and advice enabling the company to exceed our statutory obligations.

Supporting the Head of Building and Fire Safety to ensure that all current legislative requirements are met with respect to fire safety.

By providing advice to Board members, Directors, and all colleagues, the service will continuously improve employee health, safety, welfare and building safety by ensuring that sound health and safety, building safety and compliance practices are fully aligned to the key business drivers, whilst being understood and operated throughout the organisation.

Working with both Health & Safety and Asset Management teams to develop and implement the Fire Safety Strategy and procedures.

Developing of the service and embedding best practice within the our fire safety management arrangements.

ABOUT FORHOUSING AND THIS ROLE



Respect



Trust



Openness



Passion

With tenants at the core of everything we do our values shine through and drive our behaviour.

ABOUT FORHOUSING



Everything we do aims to positively impact the lives of our social housing tenants and deliver on what matters to them and their communities.

By listening to tenants and keeping them at the heart of all we do, we provide safe, well maintained, sustainable homes and deliver customer focused, equitable and efficient services. And we always want to do better.

Through our tenant focused, inclusive and agile culture, ForHousing is a place where everyone can thrive and be themselves.

ABOUT THE ROLE

You'll work to positively impact tenants and their communities by:

- Line managing the Fire Safety Officer and Fire Safety Apprentice.
- Carrying out (along with the Fire Safety Officer), reviewing and monitoring suitable and sufficient fire risk assessments.
- Providing coaching, mentoring, and support to action owners, and provide authoritative advice on the close out of actions through use of Twine.
- Representing ForHousing in a professional and diligent manner. Meeting, negotiating, and corresponding with internal/external clients based on forming a strong working relationship in true partnership with them.
- Producing and continually reviewing fire safety policies and procedures.
- Continuing to build and maintain excellent relationships with relevant fire services and other enforcing authorities, including active and regular liaison, and coordination preparation for and acting as host for visits by enforcing authorities, whether for routine inspections or for follow-ups after incidents or complaints.
- Providing the Head of Fire and Building Safety, ForHousing Board, and Directors team reports and updates on fire safety performance.
- Managing and making recommendations on budget requirements for Fire Safety compliance.
- Working with the Learning and Development team, ensuring the provision of suitable training programme is in place to achieve a thorough induction.
- Identifying high fire risk areas and work activities and ensuring these are comprehensively risk assessed on an appropriately frequent basis and taking all necessary steps to secure full and prompt implementation of corrective and preventative actions, and conformity to all applicable requirements and standards.
- Providing professional advice on fire protection, including (but not limited to): emergency routes and exits, fire detection and warning systems, firefighting equipment, emergency evacuation plans, and needs of vulnerable people (including assisting with Personal Emergency Evacuation Plans).
- Providing all necessary fire safety information and ensuring that it is provided in a format that is accessible, engaging, and effective.



- Ensuring investigation of all fire and fire related incidents (including near misses) take place, and leading investigation of (or assist with investigation of) all significant incidents to identify immediate and underlying causes, recommending corrective actions, and monitoring implementation of such actions.
- Supporting the Building Safety Team on our high-rise buildings to ensure that all fire related, safety file information is provided in a timely manner, and we are meeting our fire safety obligations under the Building Safety Act 2022.
- Supporting our Neighbourhood team by ensuring our blocks are well managed in all fire safety related aspects and ensuring we achieve our strategic outcome of safe and well maintained homes.
- Responding to and dealing with customer enquiries and complaints in accordance with our procedures and good practice, in a timely manner.

WHAT WE ALL NEED TO DO

- Things can change so we may ask you to carry out other duties to make sure we continue to meet organisation and people needs. We'll consult you first and always make sure any different duties are in line with your post and salary.
- Our strategic Outcomes are the things we aim to deliver together through our strategies. You will play an important part in what we will achieve. We encourage you to find new or improved ways of working to help make good things happen every day.
- You'll help make sure we continue to maintain and even exceed expectations, performance, and compliance standards. At the same time, you'll seek best value for money in every part of the job.
- If you access commercially sensitive or personal information that may be covered by the Data Protection Act, you must maintain confidentiality in line with our policies and procedures. Let your manager know if you aren't clear about anything.
- We thrive in an inclusive environment, where everyone is valued. You'll need to familiarise yourself with our equity, diversity, and inclusion policies, to help make sure we deliver a person focused service.
- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- You'll need to carry out any personal development activities which will support you in your job and help you continually innovate and reach your full potential.
- From time to time, you may need to undertake other tasks commensurate with your role.

Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate





AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	<ul style="list-style-type: none"> • Able to undertake frequent travel between Company locations to meet role requirements. • Educated to a good level (e.g. to GCSE standard in Maths and English). • Hold NEBOSH Fire Certificate or equivalent. • IFE or equivalent registered Fire Risk Assessor. • Have formal related health and safety qualifications (desirable). • Must have an enthusiasm and willingness to undertake appropriate business-related training. 	<p>AF / I</p> <p>AF / I/QC</p> <p>AF //QC AF //QC AF / I</p> <p>AF / I</p>
Experience, knowledge, skills and qualities	<ul style="list-style-type: none"> • Experience of the use of Microsoft office software in particular - Outlook, Word, Excel and Access. • Have experience in using asset management's systems specifically relating to the housing sector (desirable). • Knowledge and understanding of the requirements set out in the Building Safety Act 2022. • Have an understanding of building services' installations in domestic properties (desirable). • Possess good organisational communication skills. • Proven experience of working as part of a team. • Experience within a social housing environment (desirable). 	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Skills and abilities	<ul style="list-style-type: none"> • Evidence accuracy and attention to detail. • Able to use initiative. • Able to carry out Fire Risk Assessments and create report and action plan. • Able to deliver a high-quality professional outcome across a range of activities. 	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Personal qualities	<ul style="list-style-type: none"> • Able to work as an enthusiastic and flexible team member, contributing to a wide range of corporate challenges. • A strong commitment to high quality customer service. • Adapts positively to change. • Ability to work collaboratively with others to deliver high quality services to our customers. • Adopts a flexible approach to the requirements of the job. 	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

