



Job Description

Fire Safety Manager

RESPONSIBLE TO: Head of Asset & Compliance

Responsible for: Fire Compliance Officer

JOB PURPOSE: To design and manage the Trust's approach in relation to fire safety including statutory and regulatory requirements. To effectively manage and develop team members in line with the company values. To ensure customer communication and engagement is clear to encourage overall customer satisfaction.

'WHAT' – you do!

- Liaising with the Fire and Rescue Services to ensure good communications are maintained at all times.
- To ensure that fire safety activity is delivered in line with the Trust's policies and procedures.
- To ensure that data is collected, monitored and analysed to ensure any performance issues are identified and rectified.
- Designing suitable and sufficient awareness training presentations and other materials tailored to suit all levels of staff, contractors and customers in liaison with the Trusts Communications Team and FSCO.
- To liaise with other departments in terms of delivery of fire safety, inspection, testing and implementing remedial actions from all areas of the business in a timely manner.
- Ensure that fire risk assessment are completed on schedule and monitor data from FRAs ensuring that all remedial actions are completed in line with the Trust's policy timescales.
- Preparation of annual budgets and ensuring that all fire safety activity is delivered in line with approved budgets, producing monthly forecasts.
- Producing monthly performance reports and statistical information for the Board, Executive Management Team and Senior Leadership Team as required.
- Determining the levels of competence for people working for the organisation including external contractors.

'HOW' – How we do things here

- Give honest and regular feedback, challenging negative behaviour and delivering this face to face wherever possible, ensuring you look for the positives in everything we do.
- Ensure communication is a two-way process and you work with other teams to achieve successful outcomes for the business whilst always considering the opportunity for cross-team working.



- Take ownership of Trust decisions - use 'we' instead of 'them' when talking about management decisions. Understand the external environment in which we operate and identify issues as they happen and intervene to address. Put forward ideas where you can see a positive improvement can be made.
- Develop plans to support all business areas that reflect the corporate priorities and give timescales and keep to commitments given.
- Be an advocate for change and continuous improvement, actively looking for ways to improve our service, engage with staff to identify blockers to change and explore potential solutions, whilst actively seeking learning from other organisations & other sectors
- Work with other teams to achieve positive successful outcome.

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Person Specification



	ESSENTIAL/DESIRABLE	ASSESSMENT
Behaviour – HOW		
Transparent with your teams and peers	E	I/A
Restless in your approach to finding better ways	E	I/A
Upfront and honest	E	I/A
Skilled - continually improving	E	I/A
Together – championing a “one team” ethos	E	I/A
Experience – WHAT		
Relevant Asset Management, Construction and/or Fire Safety qualifications.	E	I/A
Thorough understanding of Fire Safety Regulatory Reform Order 2005	E	I/A
Experience of Managing Staff	D	I/A
Proven leadership skills demonstrating ability in delivering effective compliance procedures and services.	E	I/A
Knowledge of all aspects of the building construction and maintenance industries including the design process, contractual matters and legislation.	E	I/A
Experience of working with Fire and Rescue Services.	E	I/A
Skills/Abilities/Competence – WHAT		



Must be able to communicate information in a clear, articulate and persuasive manner.	E	I/A
Ability to demonstrate leadership in emergency situations and manage responses using sound technical knowledge.	E	I/A
Strong customer focus and an understanding of the impact to services whilst customers are living in their homes.	E	I/A
Knowledge of legal requirements and good practice, experience of leading the management of fire safety services.	E	I/A
Ability to extract data and produce clear and concise reports for others.	E	I/A

METHOD OF ASSESSMENT

- A** **Application form**
- I** **Interview**
- S** **Skills Test**
- C** **Production of Certificates**

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