

Job Description

Fire Safety Co-Ordinator

RESPONSIBLE TO: Fire Safety Manager

JOB PURPOSE: To ensure remedial actions identified through preventative cyclical maintenance fire risk assessment, inspection, servicing and testing are identified and delivered.

Support the Fire Safety Manager to ensure the delivery of a value for money quality service to customers

Work closely with in-house teams, external contractors, third party suppliers and partners to ensure our statutory obligations are met.

‘WHAT’ – you do!

- Keep abreast with legislation changes and amendments to codes of practice and introduce measures to ensure and maintain compliance with legal obligations.
- Provide technical advice, including housing, repairs and investment across the Trust, together with developing technical guidance, training or support relating to the areas of responsibility and risk management to all staff across the Trust.
- Support the Compliance Officer in relation to contractor performance monitoring to enable the Trust to deliver its statutory obligations, highlight areas requiring procurement to ensure changes in legislation are identified and addressed.
- Ensure all remedial work and repairs identified through compliance related servicing, inspection testing or risk assessment is issued and completed by in-house team or external contractors to agreed standards and technical specification.
- Manage and monitor the fire risk assessment actions from identification to completion.
- Monitor the quality of work carried out by consultants and service providers, analyse feedback to ensure all works are carried out in accordance with agreed service standards, legislation and contract documents. Manage any external quality assurance contracts and procedures.
- To support procurement activity contributing, preparing and developing of design briefs, technical specifications and tender documentation for the delivery of compliance risk assessment, inspection, servicing and testing activity and remedial work.
- Manage and monitor remedial work budgets, authorising variations and carrying out post inspections.
- Support the Fire Safety Manager, Compliance Manager and Compliance Officer to monitor and deliver all servicing and testing requirements and remedial actions in relation to gas and electrical safety and any other compliance areas from time to time.
- To always work in a “safe” way ensuring compliance with legislation, regulatory requirements, best practice and continuous improvement.



- Carry out other duties from time to time commensurate with the role.

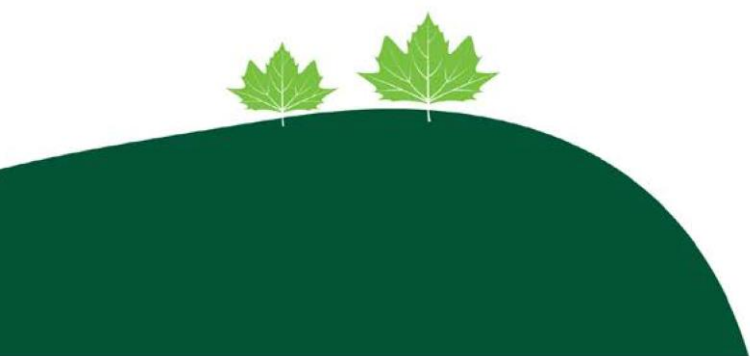
'HOW' – you do it!

We deliver the above by displaying the following example Values:

- Treating everyone with respect, being courteous and sincere
- Helping colleagues to deal with and complete difficult situations so we all do a great job
- Taking responsibility, making decisions and having a positive attitude and approach to work
- Meet promises given to customers to deliver high performance
- Actively listen to customers in order to manage their expectations effectively
- Put forward ideas where you can see a positive improvement can be made

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.





PEAKS & PLAINS
Housing Trust



Person Specification

	ESSENTIAL/DESIRABLE	ASSESSMENT	
Behaviour - HOW			
Transparent with your colleagues 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			
Construction related degree or HND/HNC, or equivalent in a construction based discipline	E	I/A/S	
Strong track record in managing the quality of contract delivery and works on site	D	I/A	
Proven track record in managing landlord surveying compliance projects	D	I/A/S	
Able to identify, build, monitor and maintain constructive relationships with stakeholders	E	I/A	
Proven track record managing outsourced contracted works	D	I/A	



NEBOSH Fire Safety Certificate or equivalent	E	C	
Member of an appropriate professional body	D	C	
Skills/Abilities/Competence – WHAT			
Knowledge of asbestos, legionella, Building Regulations, Fire Regulations & Health and Safety Regulations within a housing environment.	D	I/A	
I.T. Skills.	E	I/A/S	
Planning & Organising Skills	E	I/A/S	
Problem Solving Skills.	E	I/A	
Ability to analyse data and produce reports	E	I/A	
Effective oral & written communication skills.	E	I/A	
Numerate	E	I/A/S	
Full Driving License and use of own vehicle	E	I/A/C	

METHOD OF ASSESSMENT

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

