

Job Description



Job Title: Fire Safety Advisor	Service Area: Building Safety Team	
Directorate: Housing and Inclusive Economy	Post Number: 10021681 10021810	Evaluation Number: 5977
Grade: PO4	Date last updated: July 2021	

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

An active technical team member managing all aspects of fire safety across the Council housing assets ensuring services are maintained and improved. To provide a specialist operational fire safety management function for all Council owned and managed housing assets delivering continuous improvement in resident safety. Supporting compliance with both statutory and non-statutory fire safety legislation and associated building regulations.

Ensuring the FRA programme is delivered on time and to the required standard through the application of a quality assurance programme.

Ensuring compliance with legislation through the use of performance data, risk assessments and audits of Council owned and managed housing assets.

Support, develop and maintain the Housing Fire Risk Management Policy.

To act as a resource and liaise with managers and staff at all levels within the Council implementing fire safety standards and initiatives.

Identify fire safety priorities and assist in the overall prioritisation within the FRA programme. To provide expert advice and guidance to managers and staff at all levels of the organisation and act as a focal point for the management of fire safety issues. To provide technical expertise to the Head of Fire Safety and the Fire Safety Team to enable their duties to be fulfilled effectively.

Provide instruction, training and guidance as necessary to support the application and adherence to fire safety legislation.

Deputise for the Head of Fire Safety where necessary.

Job Context

1. The post holder reports to the Head of Fire Safety.
2. The post holder does not have line management responsibility, but may be asked to matrix manage when the Head of Fire Safety is on leave.
3. The post holder will work as a member of the team responsible for fire safety across all the Council owned and managed housing assets.
4. The post holder will work collaboratively with all teams to deliver positive outcomes and maintain resident safety.
5. The post holder will assist in ensuring that residents are consulted, updated, and informed on all matters relating to fire safety.
6. The post holder will assist in the drafting, preparation and presentation of reports to Senior Management and may deputise for the Head of Fire Safety where necessary.

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. Work closely with the Head of Fire Safety, on service developments and fire safety improvements.
2. Assist the Head of Fire Safety to develop, implement and monitor fire safety policies, strategies and annual action plans.
3. Monitor proposed changes to fire safety related legislation and guidance and assist the Head of Fire Safety to ensure a coordinated response at all levels.
4. In conjunction with the Head of Fire Safety ensure that the content of the Council's Fire Safety Policy, protocols and procedures are up to date and that

adopted changes or new legislation and guidance are reflected in the Council's protocols, procedures and policies.

5. Develop and deliver core and specialist fire safety training programmes as required.
6. Undertake Fire Risk Assessments, as required, and develop timely action plans.
7. Monitor and assist property teams with the timely completion of Fire Risk Assessments and remedial fire safety actions.
8. Ensure that suitable training, instruction and communication mechanisms are developed, and effectively delivered so that critical advice is relayed accordingly.
9. To champion, lead and enable effective communication to engage and inform residents, employees, leadership teams and senior management team on changes in fire safety legislation.
10. Show a high calibre of awareness towards the needs of the Council and residents.
11. Develop and undertake audits of assets to ensure they remain compliant.
12. Investigate and report on incidents, dangerous occurrences and near-misses and maintain records and ensure good house-keeping is adhered to.
13. Prepare monthly reports and statistics for the Head of Fire Safety on all fire safety related matters, events and projects.
14. Ensure the effective delivery of all fire risk assessments are completed to a high level and to a standard of legal compliance and undertake quality assurance audits as required.
15. Manage the fire risk assessment programmes and ensure robust systems are in place for appropriate fire safety
16. Provide leadership and expert technical knowledge to manage compliance of all aspects of fire safety across all assets, ensuring the services are maintained and improved.
17. 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.
18. Develop and maintain relationships with key internal and external stakeholders, including fire enforcement bodies, contractors, and partners.
19. To attend Programme and Project Boards and deputise for the Head of Fire Safety as required.

20. Assist in the development of policies and procedures to support the work of the team and the department.
21. Draft, prepare and present reports in a variety of formats to other departments, senior staff, managers and board meetings as required.
22. To carry out such other duties within the competence of the post holder which may be reasonably required from time to time.
23. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements.

Personal Specification



Job Title: Fire Safety Advisor	Service Area: Housing Works Commissioning	
Directorate: Housing and Inclusive Economy	Post Number:	Evaluation Number: 5977
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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
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.	
KNOWLEDGE: <ul style="list-style-type: none">Specialist knowledge of fire safety legislation and its applications to housing.	Application Form/Interview/Test

<ul style="list-style-type: none"> • Knowledge of the requirements for good fire safety management and maintenance operations. • Knowledge of Fire Risk Assessment process and guidance/best practice (PAS 79). • Knowledge of building construction • Knowledge of stakeholder engagement. • A clear understanding of emerging fire safety and building safety legislation. • Experience of report writing for different audiences. • Knowledge of BS 9999: Code of practice for fire safety in design, management and use of buildings. • A demonstrable understanding of the Regulatory Reform (Fire Safety) Order 2005 	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>EXPERIENCE:</p> <ul style="list-style-type: none"> • Minimum 3 years' experience within fire safety sector, property management or similar sector. • Experience of managing or advising on fire safety in a medium to large organisation. • Experience in researching, developing, and implementing policy and strategy to meet business requirements. • Experience of working in a building compliance or fire service environment. • Experience of working with others to deliver change. 	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

<ul style="list-style-type: none"> • Experience of preparing and presenting reports in a range of settings. • Experience of completing fire risk assessments or audits for housing assets. • Possession of a demonstrable track record of delivering results on time, to a high quality. 	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Fire safety qualification, NEBOSH Fire Certificate or IFE Level 3 or Level 4 Certificate in Fire Safety. • Membership of a recognised professional body such as IFE, IFSM, IFPO or similar, with demonstrable evidence of Continuing Professional Development • Analytical ability associated with the management of data, the understanding and interpretation of which is key to the delivery of programmes to deliver assurance. • Be familiar in using PAS:79:2012 format of fire risk assessment. • Good knowledge of MS: Word, PowerPoint and Excel. • Desirable - Health and safety qualification, NEBOSH General Certificate or equivalent. • Desirable - 3rd Party qualified risk assessor registered, as per FRA Competency Council. • Desirable - Education, Training and effective delivery related qualification. • Desirable - Experience using CAD drawings 	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>

<ul style="list-style-type: none"> • Management experience desirable 	
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <ul style="list-style-type: none"> • Confident, articulate and communicate well both orally and in written language. • Ability to build and maintain effective working relationships. • Smart, presentable, polite and proactive when engaging with residents and external organisations to maintain our outstanding reputation for excellence. • Commitment to improving fire safety with a person centred approach. • Maintains a high standard of ethics and professional conduct. 	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Some of the duties undertaken by this post may require the post holder to have a full current driving licence and the availability of a vehicle for work purposes.</p>	