

Role Profile

Role Title:	Fire Risk Assessment Team Leader
Department:	Assets
Role Purpose:	Manage MH's Fire Risk Assessment (FRA) programmes ensuring the business meets both statutory and non-statutory fire safety responsibilities in relation to legislation (FSO 2005) and associated building regulations.
Reporting to:	Landlord Compliance Manager
Responsible for:	3 Direct Reports (Fire Risk Assessors)
Disclosure level:	Standard DBS
Role Level:	Contract Manager

Key Role Responsibilities	<ul style="list-style-type: none"> • Responsible for the effective delivery of the Fire Risk Assessment (FRA) programme and ensuring that FRA's are completed to a consistently, high standard meeting legal compliance and best practice. Providing assurance to the Head of Compliance, Landlord Compliance Manager, Executive Management team and the Board on all FRA compliance matters. • Provide a professional advisory service, embracing all areas of fire safety management. • Provide leadership and expert technical knowledge to manage compliance of all FRA programmes ensuring that the services are maintained and improved. • Give fire safety advice during the planning stage on new developments. Assist in the drafting of work specifications and quality standards where needed. • Ensure fire risk assessments, inspections and audits across all stock, including residential premises, and work places are undertaken. Develop and implement fire safety emergency plans and procedures for all residential, commercial and work place premises. • Support the Landlord Compliance Manager to establish mechanisms to manage and maintain property information for
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	<p>all aspects of building works relating to fire to ensure compliance with requirements.</p> <ul style="list-style-type: none"> • Support the Landlord Compliance Manager to prepare fire safety reports and statistical information for Management, Executive or Board committees as required. • Develop and establish working relationships under the Primary Authority Agreement with West Midlands Fire Service (WMFS). Design in collaboration with WMFS customer interaction and fire safety awareness programmes. • To liaise with external enforcement bodies where appropriate to explain protective and preventative measures being taken to control risk and to discuss, options / actions for meeting statutory and legislative duties. • Ensuring databases are maintained, record keeping updated, quality of work is inspected. • Work closely with all other staff within Midland Heart, providing technical advice and support on all aspects in relation to fire safety. • Keep up to date with all changes in building regulations, policies and best practice, research new building products and ensure we are compliant with legislation and good practice. • To undertake training as appropriate to the post and to keep abreast of developments across the housing profession. • Consult with staff, customers, leaseholders and other stakeholders as required. • Maintain an awareness and observation of Fire and Health & Safety Regulations and good practice requirements throughout the company. • Work with Midland Heart's Communications Team on developing information and publicity for customers. • Carry out other duties commensurate with the nature of the post of Fire Risk Assessment Team Leader as directed by the Landlord Compliance Manager.
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Education,	<ul style="list-style-type: none"> • IFE Membership and Relevant Fire Safety qualifications
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Qualifications and Training	
Knowledge and Experience	<ul style="list-style-type: none"> • Knowledge of Health & Safety legislation and regulation for managing fire safety. • Proven leadership skills demonstrating ability in delivering effective compliance procedures and services. • Experience of setting up monitoring and reporting systems to assess and manage risk. • Experience of carrying out FRA inspections. • Experience managing a team, developing successful relationships, achieving challenging compliance targets and objectives. • Experience of delivering Fire training to staff and contractors. • Experience of developing and delivering policy and procedures.
Role Specific Skills & Behaviors	<ul style="list-style-type: none"> • Thorough understanding of Fire Safety Regulatory Reform Order 2005. • Knowledge of Fire Safety aspects of building construction and maintenance. • Experience of working with Fire and Rescue Services. • Must be able to communicate information in a clear, articulate and persuasive manner. • Ability to demonstrate leadership in emergency situations and manage responses using sound technical knowledge. • Strong customer focus and an understanding of the impact to services whilst customers are living in their homes. • Knowledge of legal requirements and good practice, experience of leading the management of fire safety services. • Evidence of continued professional, technical and personal development. • Ability to extract data and produce clear and concise reports for others. • Understanding of value for money. • Experience of working with IT systems.