



Job profile

Fire and Compliance Support Officer Grade G

Group: Housing, Environment and Healthy Communities

Service: Housing, Compliance and Traded Services

Location: Civic Centre

Line Manager: Compliance Manager

Car User Status: Casual

Job Purpose

Carry out monitoring /audit visits to ensure compliance related to fire, asbestos, electrical safety, gas, lift safety and water hygiene.

The key roles of this post will include:

1. Support the Compliance Manager on the development and implementation of policies and procedures to ensure that all buildings within the client's portfolio are operated and maintained in accordance with all relevant current statutory legislation.
2. Carry out a programme of compliance audits / inspections on buildings within the client's portfolio to ensure policy commitments, KPI's and relevant legislation are met.
3. Support the Fire Safety Adviser to ensure fire safety is managed appropriately on all relevant buildings.
4. Assist in the development of Fire Safety Action Plans and Fire Emergency Plans where required.
5. Deliver fire safety training on the content of the Fire Safety Policy and Management Plan and to close out fire safety actions.
6. Assist in the investigation and reporting on all fire incidents throughout the client's premises.
7. Support the Building Safety Coordinator in overseeing the safety of designated buildings and coordination of post Grenfell recommendations and requirements.
8. To keep up to date with legislative changes and ensure compliance with safety requirements during all upgrading and refurbishment of buildings.
9. Support the Compliance Team in the completion of action plans and follow up work.



Knowledge & Qualifications

Essential:

Knowledge

- The Control of Asbestos at Work Regulations 2012
- The Regulatory Reform (Fire Safety) Order 2005
- Building Regulations: Approved Document B
- Fire Safety in Purpose Built Blocks of Flats
- Fire Safety in Specialised Housing
- Relevant British Standards (Fire safety)
- L8 ACOP/ HSG 274/COSHH
- Electrical safety
- Gas Safety
- LOLER
- PUWER
- Health and Safety at Work Act 1974
- Health and Safety Risk Management and Procedures.

Experience

- Proven and previous experience in the completion of Fire Risk Assessments and reports
- Proven and previous experience in carrying out monitoring inspections and audits
- Competent user of MS Office.

Qualifications

- IOSH Managing Safely/ NEBOSH / NCRQ Certificate
- Accredited Fire Risk Assessor course
- 5 GCSE's at grade 4 or grade C or above or equivalent.
- Driving Licence and access to a car or means to mobility support.

Desirable:

Knowledge

- Keystone
- Northgate System
- In developing ICT systems Quality Management Systems

Experience

- Training staff
- Delivering presentations to technical teams
- Social housing

Qualifications

- Confined Space
- Working at height
- Technician membership with the Institute of Fire Engineer



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences