

Fire Risk Management Officer - Grade 12

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. Working as the Fire Risk Management Officer, you will be responsible for the delivery of our Fire Safety requirements, striving to achieve a key part of the Council's vision – "people enjoy better health throughout their lives"

Working with colleagues, partners and external consultants, you will ensure that a high quality, customer focused, and efficient fire safety function is delivered. You will take responsibility for both strategic and operational matters relating to Fire Risk management consultancy within the Capital Delivery and Facilities Management (CD&FM) team

Responsibilities will extend within a matrix arrangement and the post holder will ensure a joined-up response to complex problems that may cut across the Capital Delivery & Facilities Management service, as well as other services/directorates.

This role is based within the Growth & Regeneration. Find out more about [working for Kirklees](#).

Key areas of responsibility

Adopting the Council's key working principles e.g. "people" and "partners" you will identify and deliver a fire safety role, working effectively with colleagues, suppliers and partners to ensure that fire risk is minimised and customer needs are met.

Leading on delivering high quality fire safety, you will lead staff, colleagues, elected councillors and partners to ensure that commissions and priorities are delivered effectively both for and in partnership with our customers.

You will liaise with clients on capital and revenue investments to define the scope of fire safety work required for asset improvements, considering and understanding the business needs, aims and objectives in meeting their desired outcomes.

You will manage and monitor both internal and external professional consultants and contractors involved in designing and implementing asset improvement works through the Council's framework agreements.

The post holder will specialise in fire safety, undertaking technical and design responsibility for a range of capital and revenue projects and for the repair and maintenance of the Council's land and property assets, including multi-discipline and single discipline design teams for new build, refurbishment and remodelling building contracts.

The post holder will be required to work effectively on all occasions with minimal or no supervision, possessing significant skills, knowledge and experience in fire safety and framework management, ensuring commissions are completed in full, to the quality, time and cost requirements of the brief.

Extensive professional experience, strong negotiation, team management, consultation and influencing skills are essential for this post, as is the ability to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular site visits and liaison meetings. The post holder will also be responsible for ensuring that the service is delivered in line with agreed contracts, policies and procedures.

Reporting to the Corporate Land & Property Compliance Manager, you will manage the Fire Safety Team effectively, with a focus on achieving high levels of staff engagement, a culture of continuous improvement and ensuring the delivery of the Councils' objectives.

You will provide advice to ensure that the team is successful in delivering its requirements under the Regulatory Reform (Fire Safety) Order 2005. You will be responsible for ensuring that the Council, in respect fire safety compliance, is managed in line with legislative requirements, policies and procedures and for effectively delivering the work programme of the Service. This will include creating a programme for and carrying out fire risk assessments, managing external consultants providing Fire Risk Assessments (FRA's), managing records from the risk assessments and providing clear recommendations for remedial actions required along with financial estimates, providing specialist advice and design for both our capital and revenue projects alongside fire safety training as required. The role may also entail identification of short falls in our existing provisions and creating recommendations to ensure compliance under the Regulatory Reform (Fire Safety) Order 2005.

You will provide competent advice and support in relation to fire safety and compliance to the CDFM team and the Council more widely.

You will play a key role in developing effective relationships with colleagues, customers and partners through regular one to ones, meetings, site visits and liaison to promote, develop and establish a positive safety culture within the Council so that it can meet its legal requirements in terms of fire safety. This will include external suppliers from the fire risk assessment framework.

You will maintain knowledge of the current fire safety regulations, legislation and approved codes of practice to ensure that all policies and procedures are in place and if not are developed to facilitate the effective delivery of fire compliance throughout the Council and provide clarity for those with responsibility for operational delivery to ensure these are effectively implemented across the Council.

You will have responsibility for updating the Councils' risk log with regards to fire. The council has a risk log of its land and property assets with its fire risks recorded against these from existing FRA's. You will ensure that this is maintained and kept up to date, allowing accurate reporting to managers and to provide guidance for future investment plans.

Using the logs, you will identify any non-compliant buildings or other potential risks in relation to property Health and Safety and formulate corrective action accordingly.

You will ensure service performance is maintained and improved and contractual requirements are met through regular monitoring of standards and KPIs and implement corrective action if standards fall below acceptable levels

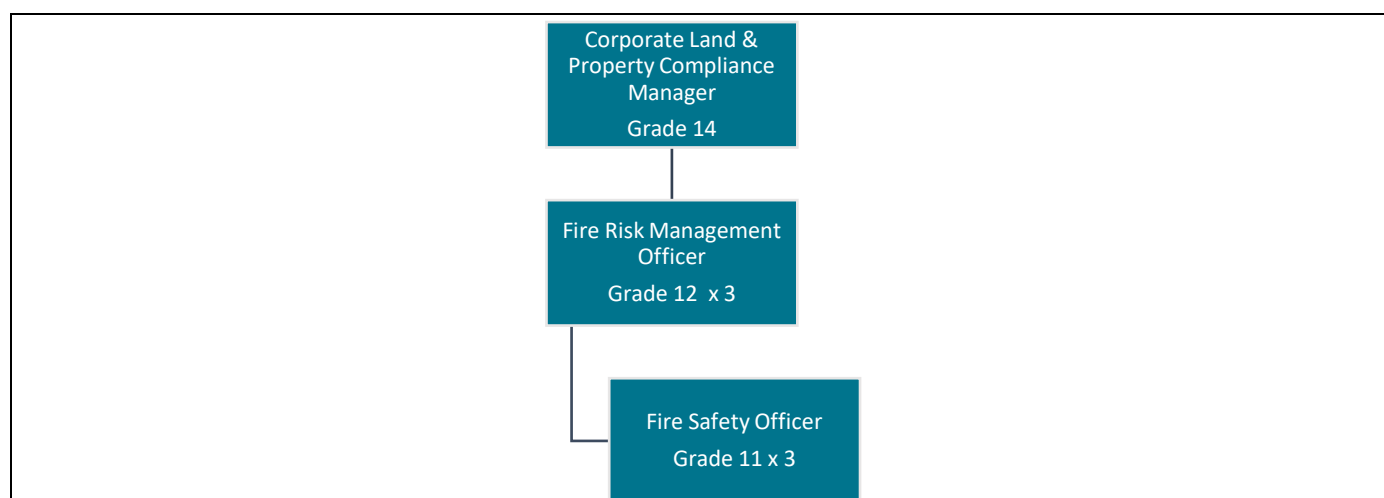
You will develop and maintain a customer focused fire safety service, which continually develops in line with changing customer needs and expectations. Undertaking regular and structured consultation with building users to ensure the service continues to meet their needs. The provision of a prompt and effective response to accident/incident investigations, enquiries, requests and complaints

You will develop procedures to monitor the efficiency, effectiveness, accuracy and quality of work undertaken by the fire safety framework providers and support the development of a set of Key Performance Indicators (KPI's) to measure, monitor and review performance and to implement appropriate actions

As required, you will be required to create, issue and assess framework documents in collaboration with our Procurement & Legal team. This will involve creating specification documents, issuing tenders via Yortender and/or OJEU (if required) and forming a team to review, assess and issue new frameworks.

You will be required participate in an 'out of hours' emergency call out system operating on a rota basis.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Degree level qualification in a construction related discipline, e.g. RICS (Building Surveying)	Desirable
NEBOSH National Certificate in Fire Safety and Risk Management (or equivalent)	Essential
Extensive knowledge of the Regulatory Reform Order (Fire Safety) Order 2005 including a detailed knowledge of policies and procedures updated in light of Grenfell	Essential
Knowledge of the third-party accreditation for fire safety and maintenance	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Extensive experience of carrying out Fire Risk Assessments including assessing data generated by FRA's completed by others	Essential
Experience of preparing comprehensive fire related work specifications and work designs to a high standard	Essential
Extensive experience in working to amend and implement policies and procedures	Essential
Understanding of the Building Regulations, Disabled Access, Fire, CDM, Asbestos, Electrical, Gas, Water Quality and Health & Safety Legislation	Essential
Excellent written and verbal communication with the ability to interact effectively and sensitively, in person, via the telephone and in writing with a range of stakeholders, internal and external including the Fire Services, external consultants and other third parties	Essential
Experience of managing teams both directly and via matrix management	Essential
Demonstrate a proven track record of delivering targets and goals within operational plans	Essential
Skill and ability to work with partner organisation to achieve common goals	Essential
Previous experience of data input and maintenance of databases and/or Contact Management Systems	Essential
Literacy and numeracy to a standard required to maintain accurate records and write high quality reports, discussion papers and communications	Essential
A good level of computer literacy to interrogate various software packages	Essential
Knowledge of Health and Safety, Equality and Diversity, Safeguarding legislation in relation to the role	Essential
Able to demonstrate ability to develop and implement innovative ideas to improve the service or way of working	Essential
Able to work flexibly and be responsive to change in order to improve performance	Essential
Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve results	Essential
Proven experience and ability to understand the importance of budgetary control and proactively manage budgets	Essential
Willingness to undertake training courses relevant to the post and provide training to others as required	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence and it is expected that you will either use a council vehicle or your own car.	Essential
Ability to work flexible hours, including occasional evenings and weekends. You will be required to participate in an 'out of hours' emergency call out system operating on a rota basis.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Economy & Skills	Grading ID	63340
Job ID	TBC	Last Updated	22/10/20
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	Yes	Other	
Checked by HR			