

Job Title: Team Leader (Fire Safety) – Partnerships – Temporary Post up to 12 months

Date: November 2020

Service Area: Neighbourhoods

ADDITIONAL DUTIES TO JOB DESCRIPTION

The Partnerships Service is responsible for developing and driving a strong culture of collective endeavour and partnerships at KNH to achieve our ambitions, maximising the tenants' voice, empowering tenants to do more for themselves and their families and playing a key role in supporting KNH to be outward facing and an anchor organisation for our communities throughout Kirklees.

In addition to the duties and responsibilities specified in the **Team Leader** Job description, the duties below relate specifically to this post.

Fire Safety

- To develop an understanding and awareness of the emerging Building Safety Bill and how this will impact on the work of the team.
- To develop an overarching engagement approach that responds to the requirements set out in the Fire Safety Bill.
- To establish new and innovative ways of engaging with tenants, leaseholders and occupiers of flats and high-risk residential buildings to ensure their voices are heard with regards to fire safety primarily.
- Develop and implement regular, informative and two-way communication block specific Fire Safety Resident Engagement Plan for all high-risk residential buildings. This will develop a style that encourages joint working alongside tenants and leaseholders.
- Work collaboratively across KNH – in particular the fire safety team, other Council services and key stakeholders to ensure that actions arising from KNH Fire Safety Management Plan are implemented to ensure that tenants, leaseholders and occupiers are informed, consulted and involved in the management and maintenance of the blocks
- To ensure that tenants, leaseholders and occupiers are made aware of their legal duties in relation to fire safety
- To ensure that a complaints process is developed and embedded that responds to the requirements set out in the Fire Safety Bill
- Have line management responsibility for Housing Officers (Fire Safety)

Tenants' Voice

- Work collaboratively as a member of the wider Tenant Involvement and Empowerment Team (TIET) to increase and maximise the engagement and participation of people living in KNH managed tenancies

Outputs

You will be required to demonstrate a number of outputs after 12 months in post including:

- All tenants and leaseholders in the high risk residential buildings will have been engaged with.
- Different and innovative methods for 'hearts and minds' engagement will have been trialled and assessed.
- Surveys to measure the impact of your engagement and communications with regards to tenant and leaseholder understanding of fire safety.

Please note – Kirklees Council has reviewed its housing management arrangements which means that the services KNH currently provide will be returned to the council with effect from April 2021

