

Job Title: Housing Officer (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 **Housing Officer** Job Description, the duties below relate specifically to this post.

Fire Safety

- Assist in the establishment of 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 and which meet the requirements of the Fire Safety Bill
- Assist in the development and implementation of block specific Fire Safety Resident Engagement Strategies for all high-risk residential buildings
- Work collaboratively across KNH, other Council services and key stakeholders to ensure that tenants, leaseholders and occupiers are informed, consulted and involved in the management and maintenance of the blocks
- Engage with tenants, leaseholders and occupiers to make sure they are aware of, and comply, with their legal duties in relation to fire safety by using 'hearts and minds' campaigns.
- Assist in the development and implementation of a complaints process that meets the requirements of the Fire Safety Bill

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

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