

JOB DESCRIPTION AND PERSON SPECIFICATION

FIRE SAFETY OFFICER

APRIL 2025

Job Description

Job Title:	Fire Safety Officer
Service Area:	Asset Management
Function:	Asset Management
Team:	Building, Compliance & People Safety
Post number:	S006386
Grade:	LBR 9
Hours/weeks: E.g. 36 hours/52.14 weeks	36 Hours per week
Base location:	The Orchards Housing Office Broadmead Road, IG8,
Reports to: Job title	Fire Safety Service Manager
Responsible for: Job titles of direct reports	No line management responsibility
Role purpose and role dimensions:	<ul style="list-style-type: none"> The post holder will report to the Fire Safety Service Manager and will support the implementation and maintenance of the borough's Fire & Building Safety strategies to ensure the safety of residents, staff, and visitors. This includes conducting fire risk assessments, supporting compliance with fire safety regulations, and ensuring that all fire safety measures are effectively managed.
Overview of the job	<ul style="list-style-type: none"> Ensure the effective Fire & Building Safety within a designated allocation of housing stock, on behalf of LBR to ensure that LBR and its contractors and consultants, comply with their responsibilities, including the coordination of activities and sharing of information in line with the Fire Safety Regulations Assist and support the Fire Safety Service Manager & Building, Compliance & People Safety Manager to comply with regulatory requirements. Including operating within the building registration regime confirmed by legislation. The role involves developing the Fire Safety service in conjunction with associated service contractors and ensuring that all legislative and regulatory requirements are met across all workstreams.

To effectively support the management of the Fire Safety contract and service delivery.

- Liaise with external agencies, contractors, consultants, and suppliers to collate data and documents, dealing with enquiries and provide information as required.
- Review all fire remedial actions and provide technical specifications and engineering solutions to ensure compliance which represents value for money.
- Effective management of contractor invoicing to ensure suppliers submissions are adequately audited and processed within contract deadlines.
- Ensure good communication by keeping other departments always informed of work in progress, maintain effective working relationships and ensure colleagues have up to date information concerning health & safety compliance
- To support the Fire Safety Manager in the delivery of the day-to-day demand led remedial repairs.
- Liaise with external bodies such as the London Fire Brigade and contractors to ensure effective fire safety management.
- Support the Fire Safety Manager in responding to audits and inspections related to fire safety.

<p>To effectively / successfully support the management of risk associated with the Fire Safety service.</p>	<ul style="list-style-type: none"> • Support identifying the risks and mitigations throughout the lifecycle of the building. • Communicate emergency procedures to relevant stakeholders including occupiers. • Support the BCM in maintaining a complete Golden Thread of information. • Support the BCM with internal audit compliance requirements Monitor compliance with, and promotion of LBR’s Health & Safety Policy and all relevant legislation • To provide technical input and advice and positively contribute to the management and delivery of LBR’s planned and cyclical maintenance programme including, and preparing work specifications, estimates and tender documentation • To regularly review building safety case reports and associated management plans to ensure buildings are safe. • Support the responsible person in maintaining the safety case regime for the building(s) within your remit. • Review and update on an ongoing basis and update the relevant documentation/information (Including key information products – digital record, Fire emergency file, Full plans and Safety Case File for the building) • Be competent to oversee on-site inspections of installed fire doors in existing or new buildings. • Be competent in identifying possible fire related risks and reducing or eliminating them with recommendations as part of the gap analysis. • To be competent to inspect the secure information box annually and ensure that its contents are up to date, that the plans provided to the Fire and Rescue Service should be a reasonably accurate reflection of each floor of the building. • Be competent to carry out pre and post inspections for all areas of compliance as required to ensure value for money, quality of work and resident satisfaction.
<p>Key external contacts: Organisations</p>	<ul style="list-style-type: none"> • External contractors, consultants and suppliers.
<p>Key internal contacts: Job titles or groups of staff</p>	<ul style="list-style-type: none"> • Housing Management, Property Services, Asset Management Team, Finance Team, Temporary Accommodation Team.
<p>Financial dimensions: Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</p>	<ul style="list-style-type: none"> • Budget awareness relating to case management liaising with Service Manager, as necessary • To contribute to the Building, Compliance & People Safety Managers annual preparation of the Fire Safety budget.
<p>Key areas for decision making:</p>	<ul style="list-style-type: none"> • Appropriate remedial actions to resolve cases/issues • To make financial decisions within the LBR overall scheme of delegation (authority to approve up to £500).
<p>Other considerations: E.g. working patterns</p>	<ul style="list-style-type: none"> • To work 36 hours per week and where required take part in the out of hours on call rota. • For certain tasks the post holder may be exposed to disagreeable or unpleasant working conditions abusive customers, dirt, inclement weather.

Key accountabilities and result areas:	Key elements:
Line Management	No line management responsibility
Performance Management	<p>This will involve:</p> <ul style="list-style-type: none"> • Supporting the active management of performance across the Fire Safety supply chain providing feedback to the Service Manager. • Escalating persistent and/or serious under performance with the Contractor through the relevant contract monitoring channels. • Propose and implement new processes and procedures as required.
Knowledge & Health & Safety	<p>This will involve:</p> <ul style="list-style-type: none"> • Understanding of Health and Safety including risk assessments, method statements, Construction (Design and Management) and safe working practices. • Knowledge and understanding of Local Government financial systems and processes. • Ability to utilise computer applications for standard spreadsheets, project programming, word-processing software for data entry, analysis, report preparation and email etc.
Procurement & Relationships & Contracts	<p>This will involve:</p> <ul style="list-style-type: none"> • Adhering to policies and procedures to rigorously monitor and manage the relationships and ongoing performance of consultants, contractors and supply chains to ensure compliance with all the prescribed requirements of the Council.
Professional and Technical	<p>This will involve:</p> <ul style="list-style-type: none"> • To keep abreast of all new initiatives and best practice within the sector and act where necessary.
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> • Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> • Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. • Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. • Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> • Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of reprimand.

Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check, and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time, you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager and are broadly within your grading level and competence.

Person Specification

Job Title:	Fire Safety Officer		
Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important		A - I - T	Weighting
Minimum education/ qualifications:	NEBOSH Fire Safety and Risk Management Certificate or equivalent.	A/I	3
	Additional fire safety qualifications (e.g., Fire Risk Assessment Level 3).	A/I	3
	Training in risk assessment and management (e.g., IOSH Managing Safely).	A/I	2
	Evidence of relevant CPD	A/I	2
	Willingness to participate in further training and development opportunities offered by the Association, to further knowledge	A/I	2
Minimum experience/ knowledge/ skills:	Significant experience in managing delivery of & conducting fire risk assessments and managing remedial work compliance within a housing or public sector context.	A/I	3
	Membership of a professional fire safety organization (e.g., IFSM, IFE).	A/I	2
	Knowledge of fire safety legislation, regulations, and best practices.	A/I	3
	Proven experience in contract management and oversight.	A/I	2
	Technical experience of identifying, specifying, monitoring and quality checking Fire Safety repair activity.	A/I	3
	Good understanding of building construction and systems relating to Fire Safety.	A/I	3
	Strong understanding of passive and active fire protection systems.	A/I	3
	Experience of identifying and managing fire safety risks effectively.	A/I	3
Minimum competencies: Customer service	Ability to engender a customer focused "can do" culture within the team and to actively contribute towards the effective and efficient provision of quality services in response to enquiries from both the public and service departments.	A/I	3

Communicating and influencing others	Excellent Interpersonal and Communication Skills Personal and professional demeanour which commands the confidence of colleagues, customers, Councillors, external partners and other stakeholders, and able to establish positive relationships.	A/I	3
	Good numeracy, written and presentational skills and an ability to negotiate effectively	A/I	3
Analysis and judgement	Ability to think laterally and develop creative and innovative ideas and solutions to problems, and to exploit new 'smarter' ways of doing things, to achieve goals	A/I	3
Planning, organising & achieving results	Good organisational skills to administration tasks and a 'can-do' attitude to problem solving to ensure all work progresses smoothly and with minimal inconvenience to the customer.	A/I	3
	Experience of working with limited supervision and on own initiative and the ability to seek advice or guidance with good team working skills as necessary.	A/I	3
	Ability to work under pressure, prioritise tasks and to manage time effectively to ensure work objectives & deadlines are met.	A/I	3
Budgetary	Budget awareness relating to case management liaising with Service Manager, as necessary	A/I	3
Special conditions:	To attend evening and weekend meetings as required	I	3
	Where required, to work on a rota basis to be on call out of hours duties including weekends and bank holidays	I	3
Signature of Employee:	Name:	Date:	