London Borough of Redbridge

JOB DESRIPTION AND PERSON SPECIFICATION

FIRE SAFETY MANAGER

APRIL 2025

J o b D e s c r i p t i o n

Job Title:	Fire Safety Manager
Service Area:	Asset Management
Function:	Building, Compliance & People Safety
Team:	Asset Management
Post number:	**S006384**
Grade:	LBR 12
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**	Building, Compliance & People Safety Manager
Responsible for: **Job titles of direct reports**	Fire Safety Officer Coordinator
Role purpose and role dimensions:	The Fire Safety Manager will be responsible for ensuring compliance with fire safety legislation and maintaining the safety of residents, staff, and visitors across the borough's housing stock and public buildings. This includes conducting risk assessments, managing contracts, developing fire safety strategies, and overseeing the implementation of remedial works to mitigate fire risk.

Overview of the job	▪ Reporting to the Building, Compliance & People Safety Manager (Housing), the post holder will be responsible for managing Redbridge's delivery of Building & Fire Safety and fire safety related remedial repair's function. ▪ Developing LBRs Fire Safety in conjunction with the associated service contractors. ▪ Develop and implement the borough's Fire Safety Management Strategy in compliance with legislation, including the Building Safety Act 2022, Fire Safety Order 2005 (and 2021 amendments). ▪ Manage the programme of Fire Risk Assessments (FRAs) and ensure remedial actions are completed within agreed timelines. ▪ Liaise with internal teams, contractors, and external agencies, including the London Fire Brigade. ▪ Ensure compliance with fire safety regulations during refurbishment, construction, and maintenance projects. ▪ Lead on investigations of fire incidents, providing reports and recommendations to prevent reoccurrence. ▪ Provide fire safety advice and training to staff and residents. ▪ Maintain accurate records of inspections, assessments, and compliance documentation. ▪ Support the council in achieving fire safety accreditations and best practices. ▪ Regularly review policies, procedures, and risk management processes to reflect changes in regulations or circumstances.
To effectively manage the Fire Safety contract and service delivery.	▪ Lead on 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 ▪ Effective Client management of contractors and consultants applying robust controls in budget and performance monitoring within the Fire Safety area (including statutory compliance areas). ▪ To lead regular Contract Management meetings with contractors. ▪ Effective management of contractor invoicing to ensure suppliers submissions are adequately audited and processed within contract deadlines. ▪ To support the Building, Compliance & People Safety Manager in the delivery of the day-to-day demand led remedial repairs.
To effectively / successfully manage risk associated with the demand led Fire Safety	▪ Responsible for close management of Fire Safety compliance. ▪ To ensure legislative and regulatory requirements are met and adhered to across all workstreams.

To take a strategic overview of the demand led Fire Safety.	▪ To lead the monthly KPI collection and commentary for all relevant workstreams of responsibility (including electrical compliance). ▪ Propose service improvements to the Building, Compliance & People Safety Manager and implement where agreed. ▪ Ensuring that complaints relating to the areas of responsibility are investigated and are dealt with effectively within agreed procedures and timeframes. ▪ Work closely with partners both internal and external to deliver a first-class service (examples include Housing and Corporate Finance teams). ▪ To embed the requirements of the Councils Equal Opportunities policy within the day-to-day activity of the demand led repairs service. ▪ Committed to the wider equality agenda and adhere to the Councils Equal Opportunity goals.
Key external contacts: **Organisations**	▪ External contractors, consultants and suppliers.
Key internal contacts: **Job titles or groups of staff**	▪ Housing Management, Property Services, Asset Management Team, Finance Team, Temporary Accommodation Team.
Financial dimensions: **Budgetary responsibility & amount.** Equipment, cash, property etc. for which employee is responsible.	▪ To actively manage the annual budget of approximately £1.3 million ensuring sound financial oversight and scrutiny. ▪ To be responsible for managing Contractors including monitoring contractual payments and post work inspecting a proportion of the completed jobs. ▪ To ensure receipt of accurate financial data (including accruals) from the relevant IT systems, from contractors, in order that robust financial monitoring is in place and can be properly assessed / evaluated. ▪ To contribute to the Compliance Managers annual preparation of the Fire Safety budget.
Key areas for decision making:	▪ Freedom to take decisions from a wide range of choices within programmes and objectives. ▪ To make financial decisions within the LBR overall scheme of delegation (authority to approve up to £5,000). ▪ Post holder has scope on a day-to-day basis to take the decisions needed to deliver the Fire Safety and appropriate compliance streams.
Other considerations: E.g. working patterns	▪ 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	Fire Safety Officer Compliance Co-ordinator

Performance Management	**This will involve:** ▪ Reviewing annual targets for contractors across a suite of Key Performance Indicators. ▪ The post holder will plan and allocate resource as required to ensure delivery of the programme ▪ Leading on the active management of performance across the Fire Safety supply chain and monitoring through the monthly Contract meetings. ▪ Actively analysing the performance data and seeking to promote learning through this service improvement mechanism. ▪ 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. ▪ The post holder attending Contract meetings to monitor performance across a suite of KPI's and budgetary targets. The post holder will challenge persistent and / or significantly poor performance in any aspect of the areas of responsibility and will escalate issues to the Compliance Manager.
Risk Management	**This will involve:** ▪ The post holder managing all risk associated with the services operation area and ensure that all statutory and industry requirements are properly adhered to (e.g. Regulatory Reform (Fire Safety) Order 2005)
Contract Management	**This will involve:** ▪ Being responsible for the contract management of the Fire Safety area including contributing to the preparation of all relevant financial data to forecast and manage spend, monitoring Key Performance Indicators, chairing or attending contractor meetings to ensure rigorous management of the relevant contracts. ▪ Working with the Building, Compliance & People Safety Manager and other colleagues regarding the programming and procurement of framework contracts within the service, including provision of all financial data and Key Performance Indicators.
Knowledge & Health & Safety	**This will involve:** ▪ 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	**This will involve:** ▪ 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. ▪ Managing the relevant workstreams budget and monitor the commitment of expenditure of maintenance funds to ensure effective management and control of the section budget.

Budget Monitoring	**This will involve:** ▪ To actively manage the workstream contract budgets of circa £ 1.3 million ensuring sound financial oversight and scrutiny including: monitoring contractual payments and post work inspecting a proportion of the completed jobs before payment. ▪ To ensure receipt of accurate financial data from the relevant IT systems, from consultants and from contractors, in order that robust financial monitoring is in place and can be properly assessed / evaluated. ▪ To negotiate and validate the application for payment for prime cost and fixed costs as appropriate.
Liaison with Key Stakeholders.	**This will involve:** ▪ To attend evening and weekend meetings as required and for issues associated with key accountabilities (e.g. Leaseholder / Tenant forums, and the Borough Resident Panel). ▪ To represent the service area delegating at key events on behalf of the Building, Compliance & People Safety Manager when required. ▪ Where required, work on a rota basis to be on call out of hours duties including weekends and bank holidays.
Professional and Technical	**This will involve:** ▪ To have a sound understanding of Client and Project Management processes and apply these in a consistent way to provide a quality service. ▪ To keep abreast of all new initiatives and best practice within the sector and act where necessary.
Green Statement	**This will involve:** ▪ 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	**This will involve:** ▪ 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	**This will involve:** ▪ 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 recrimination.
Safer Working	**This will involve:** ▪ 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	**This will involve:** ▪ 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	**This will involve:** ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	**This will involve:** ▪ 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	**This will involve:** ▪ 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	**This will involve:** ▪ 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 Manager		
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:	L4 certificate or diploma in fire safety or demonstrable experience	A/I	3
	NEBOSH Fire Safety and Risk Management Certificate or equivalent.	A/I	2
	Membership of a professional fire safety body (e.g., IFSM, IFE) is desirable.	A/I	2
	Demonstrate up to date knowledge of health and safety in Housing and construction	A/I	2
	ILM or similar qualification in management of staff.	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	3
Minimum experience/ knowledge/ skills:	Substantial, demonstrable and relevant experience in Fire Safety, compliance, health and safety in a demand lead or property related employment.	A/I	3
	Strong understanding of the Building Safety Act 2022, Fire Safety Order 2005 (and 2021 amendments).	A/I	3
	Strong track record of conducting Fire Risk Assessments and overseeing remedial works.	A/I	3
	Experience in developing and implementing fire safety policies and strategies.	A/I	3
	First-hand experience of Client Managing a contractor in the delivery of an outsourced day to day repairs service.	A/I	3
	Technical experience of identifying, specifying, monitoring and quality checking Fire Safety remedial repair activity.	A/I	3
	Experience in working with vulnerable residents in a housing setting.	A/I	2
	Knowledge of passive and active fire protection systems.	A/I	2

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. Ability to negotiate with partners and the contractor centred around achieving satisfactory outcomes and value for money. Good numeracy, written and presentational skills and an ability to negotiate effectively	A/I I A/I	3 2 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	Ability to plan, manage and monitor projects and programmes of work, including ability to act on own initiative and meet deadlines	A/I	3
Budgetary	Ability to manage and control budgets and information systems.	A/I	3
Strategic perspective ***(for senior management posts)***	A sound understanding and experience of working within a multicultural environment with vulnerable residents and an acute awareness of equality matters	A/I	3
Special conditions:	To attend evening and weekend meetings as required Where required, to work on a rota basis to be on call out of hours duties including weekends and bank holidays	I I	3 3
Signature of Employee:	**Name:**	**Date:**	