

JOB DESCRIPTION

Job Title:	National Fire & Building Safety Officer
Service / Department:	Building Compliance
Reports To:	Building Compliance Manager
Responsible For:	n/a
DBS Check:	Basic

Job Purpose:

At Salvation Army Homes, we are dedicated to providing comprehensive, good quality housing services, support and resettlement.

National Fire & Building Safety Officers role is to support the Building Compliance Manager, to ensure the safety of the building, primarily for the safety of all occupants of multi-occupied Residential Buildings and designated building types to comply with Fire Safety (England) Regulations 2022, to work in an environment that provides comprehensive, good quality housing services, support and resettlement for people who have recently experienced homelessness and who are in need of support and accommodation.

This post will work within the Building Compliance team, will develop, manage, distribute information in relation to the design, construction and maintenance of high-rise residential buildings service delivery and maintaining technical documentation associated with the management of landlord requirements of Buildings.

Main Duties and Responsibilities:

- Ensure the effective Fire & Building Safety within a designated allocation of housing stock, on behalf of Saha to ensure the Saha 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 Building Compliance Manager in regard to comply with roles specific regulatory requirements. Including operating within the building registration regime confirmed by legislation.
- 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.
- 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, this will include Support the BCM to ensure the conditions in the Building Registration Certificate are complied with to the satisfaction of the accountable person/Regulator.
- 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 carry out able to carry out 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.
- Be competent to carry out regular building safety checks to automatic opening doors on escape routes 'fail safe' in the open position, fire door seals and self-closing devices in good condition, all internal self-closing fire doors work correctly, evacuation chairs (where provided) should be sited in their correct location on a wall bracket and provided with a dust cover, Ensure that all emergency exits are clear, area has passive fire protection, Check all relevant Wayfinding signage is correct and in place
- 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.
- Proactively identifying the risks and mitigations throughout the lifecycle of the building
- Communicate emergency procedures to relevant stakeholders including occupiers.
- Maintaining a complete Golden Thread of information
- Support the BCM with internal audit compliance requirements Monitor compliance with, and promotion of Saha Health & Safety Policy and all relevant legislation
- To provide technical input and advice and positively contribute to the management and delivery of Salvation Army Homes planned and cyclical maintenance programme including, and preparing work specifications, estimates and tender documentation.
- Leading in the protection of life, property, and the wider environment from risk of fire and to help ensure that projects meet industry codes and legislative requirements, as well as providing advice to the client on how to manage the Safety Case Report
- To be consciously aware of Salvation Army Homes safeguarding and health and safety regulations / policy to help ensure health and safety is embedded in all aspects of the service, issues are reported and/ or dealt with to completion in accordance with local and national requirements with the aim that staff, residents, and members of the public are safe.
- 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
- Attend and minute meetings as required, circulating minutes and action points, monitor any follow up action as appropriate, collate information and preparing reports as necessary
- Use the various IT systems to produce and maintain reports, databases and presentation material as required

Related Activities:

- Participate in essential training, role related training and to work in accordance with relevant Salvation Army Homes' regulations including, for example the Code of Conduct, Equality, Diversity and Inclusion, Safeguarding, Health and Safety and Information Security.
- Fulfil the role by being adaptable and flexible to the overall activity that is necessary to be successful and effective.
- Fully align with Salvation Army Homes' values and behaviours and to adopt an 'advantaged thinking' perspective through language, conduct and behaviour.

PERSON SPECIFICATION

Qualifications and Memberships:

Though not essential, the following membership / qualifications or equivalent level experience would be beneficial in this role:

- FDIS Diploma in Fire Doors (DipFD) or equivalent or working towards this
- A building qualification of comparable level of technical experience / knowledge relating to property repair and maintenance at level 3
- Recognised qualification(s) in fire safety management, fire risk assessment, compartmentation, fire doors inspections and or fire stopping.
- Working knowledge of Passive Fire systems and products
- Working Knowledge PAS 79-1:2020 & PAS 9980:2022, Working knowledge of the principles of fire safety & responsible for one particular organization's fire safety assessment, working knowledge of MHCLG Consolidated Advice note of January 2020, Knowledge Building Regulations in England, guidance in Approved Document B, Knowledge of Regulatory Reform (Fire Safety) Order 2005 , Fire Act 2012, Fire Safety regulations 2022 , BS ISO 6182-1
- Experience of working in property repairs and maintenance ideally in housing, to include fault diagnosis and rectification and a customer focus approach to service delivery
- Experience managing high value projects and producing reports
- Experience of effectively collaborating with external partners / stakeholders in order to negotiate effective management of HRRB.
- Must be confident to work on their own and follow processes
- Highly efficient, organised, able to multi-task, prioritise, work to deadlines and an excellent eye for detail
- Remain up to date with current legislation to support agreed role responsibilities for example, regulatory changes, approved codes of practice and relevant guidance documents

Aptitudes and Abilities:

- Good administration skills with high attention to detail and accuracy
- Knowledge of UK health & safety compliance legislation and best practice
- Be able to record maintenance issues on the system
- Good verbal and written communication skills
- Able to communicate effectively across a variety of levels
- Agile and responsive to change, particularly in an evolving and challenging external environment
- Ability to deal sensitively and appropriately with confidential information
- Experienced in creating KPI and business reports and analysing data as required
- Able to build effective relationships quickly and easily
- Able to diplomatically challenge the status quo where necessary
- IT literate, comfortable with using MS Office applications and IT systems
- Good time management with an ability to manage own time
- Must be a positive team member
- Full Current Driving License

Values and Behaviours:

To be successful in this job you need to be fully aligned with our values and behaviours, along with working as part of #OneTeam, helping Salvation Army Homes achieve our mission. Our values and behaviours mean a lot to us. They help define how we should all work, what we're here for and this helps us to stand out from other providers and employers.

S	Servant Leadership – we help people thrive	Have we given our audience everything they need to succeed in their next step?
P	Passion – we love our work	Have we spoken boldly and with confidence? Have we spoken out rather than stayed silent?
I	Inclusion – this is a team effort	Have we kept our communication simple and to the point? Have we used clear, accessible English?
R	Respect – we show respect for all	Have we given our audience credit for their intelligence? Have we advocated for our residents?
E	Empowerment – we have trust	Have we given the right context to our message? Has our communication been story-driven?