

Job Description

Job Title:	Fire Safety Officer
Reporting to:	Customer Safety Manager (Fire & Asbestos)
Department:	Asset Management
Direct Reports:	N/A
Budget:	N/A
JD date reviewed:	March 2023
Job Level:	14

Job Purpose

The Fire Safety Officer will ensure Eastlight properties are safe and that works undertaken by external specialist contractors and our in-house team, maintain our customer safety and Statutory Compliance. You should demonstrate sound problem solving and decision making in day to day working practices and will show the highest personal standards of integrity and conduct ensuring all Eastlight policies and procedures are always adhered to. We pride ourselves on building and maintaining good relationships with colleagues, customers and other contacts and stakeholders. It is important that the role holder can build a good working relationship with colleagues to ensure “The Eastlight Way” approach in all that we do.

Key Strategic Responsibilities

- Required to work flexibly across all the compliance workstreams: Fire Safety, Electrical Inspections, Gas Safety, Legionella Testing, Lift Maintenance and Asbestos Management, undertake property inspections and provide operational, administrative & project support to ensure our properties are safe for our customers
- Ensure monitoring systems are in place and reports are produced in an efficient and timely manner associated with our property compliance responsibilities, including but not limited to, Fire Risk Assessment remedial actions, Electrical Inspections, Emergency Lighting, Fire equipment and servicing, Legionella, Lift maintenance, Asbestos and other specialist equipment
- Undertake pre inspections and post inspections of works carried out and undertake assurance checks on site to ensure records are being kept, processes and procedures followed
- Undertake programme administration, including checking certificates, uploading documents, contacting customers, etc.
- Ensure Eastlight’s buildings and estates are operated in a safe and efficient manner and are maintained to the highest possible standards

Key Functional Responsibilities

- Responsible for overseeing compliance workstreams on ground level where Fire remedial actions will need to be monitored, works in progress inspections carried out and post inspections to ensure quality work is completed in time and budget. Working on supporting several compliances workstreams including Fire, Gas, EICRs, Legionella, Lifts and Asbestos

- Respond efficiently and effectively to requests for information, including updates and maintain information & data bases about the services delivered
- Carry out relevant health and safety checks for areas such as legionella, fire alarms and emergency lighting and inspect FRA works, etc
- Provide weekly and monthly reports
- Attend contractor performance meetings, challenge non-performance and support line manager by providing evidence on progress of projects on site
- Check request for payments/invoices and support approval process
- Gather and disseminate information, accurately, efficiently, and effectively
- Ensure that agreed operational standards and audit criteria are adhered to. Ensure service delivery contractors are delivering or exceeding KPIs and objectives
- Actively seek to improve working practices, customer service and achieve a satisfactory outcomes
- Follow agreed processes for Safeguarding and Data Protection and in accordance with the General Data Protection Regulations (GDPR)
- Ensure the Association's Equality and Diversity policy is adhered to and implemented in respect of both employment and service delivery
- Ensure responsibilities in respect of Health and Safety legislation are fulfilled
- Support of management initiatives and assist in developing processes within the compliance team
- Contribute towards the good governance and compliance of Eastlight
- Undertake other duties as may reasonably be required

Person Specification	
Education & qualifications	<ul style="list-style-type: none"> • GCSE levels 9-4 in Maths and English or demonstratable level of numeracy and literacy skills • NEBOSH is desirable • Should hold or be prepared to undertake appropriate training/qualifications in Asbestos Inspection/DDA Auditing/ Fire Risk Assessment/Party Wall work as required
Experience	<ul style="list-style-type: none"> • Working with leadership and staff management across a range of activities • Processing financial payments/invoices • Managing complex projects • Working to tight deadlines and working unsupervised to a high quality • Procurement and evidence of building successful contractor partnerships • Managing risk and compliance • Knowledge and understanding of relevant construction/health and safety legislation and regulations • Knowledge of standards; best in class performance; benchmarking • A responsive, constructive, and flexible attitude towards working arrangements within a team environment • Demonstrate ability and commitment to customer care • A commitment to seeking new ways of working to achieve continuous improvement • Proven communication skills • Experience in a wider compliance setting would be desirable • Inspections/DDA Auditing/ Fire Risk Assessment/Party Wall work would be advantageous • In house compliance and repairs system would be desirable • Management of contractors particularly in relation to health and safety • Managing Property Maintenance and Compliance for a property-owning landlord • Proven track record and experience in the project management of property refurbishment works • Working in housing Industry in a contracts management capacity • Organisational, time management and administrative skills
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge, experience or understanding of Statutory Compliance works obligations in both General Needs and Housing for Older People • Proven understanding of all contractual requirements including outcomes, particularly, legal requirements of a landlord and our contractual duties • Able to forge strong and meaningful relationships with key stakeholders

- Be a positive participative team player – actively supporting the company leadership in a way that brings out the best in people at all levels of the company
- Demonstrate the highest personal standards of integrity and conduct, upholding all organisational policies and procedures
- An understanding of Landlord and Tenant legislation and Best Practice
- Experience in working to tight deadlines and working unsupervised to a high quality
- Extensive knowledge of overseeing contracts
- Proven knowledge of applying contract clauses to JCT, MTC, Frameworks, etc
- Proactively build positive relationships internally and externally
- Knowledge of reviewing FRAs to complex residential properties
- Completing detailed schedules of works and fire related specifications
- Monitoring contractors and project works on site
- Liaising with customers and providing excellent services
- Be available for customers and deliver high quality services to internal and external customers
- Skills, knowledge, and experience to make appropriate decisions which add value to the business
- Work with colleagues to achieve common goals
- Communicate clearly and politely and ensure your message is understood
- Knowledge and understanding of relevant construction/health and safety legislation and regulations
- A good understanding of IT system including Microsoft word and Excel
- Must have a current UK driving license and use of a car