

JOB DESCRIPTION	
Job title:	Senior Compliance Officer (Fire)
Service:	Housing Operations
Team:	Property Service
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Compliance Manager
Responsible for:	Compliance Officer (Fire)
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> • The Housing Services authoritative person for all aspects of fire safety and prevention. • Identify and document both current and potential strategic and operational fire risks, continually review, fire strategy, policy and processes to reduce, or eliminate these risks • Plan and manage project works that arise from Fire Risk Assessments including fire door replacements programmes and compartmental projects both in Senior Living Schemes, communal areas and general housing stock 	

- Manage the Compliance Officer (Fire) Supporting them to lead on the FRA's, Fire Door Inspections and communal fire safety works and complete actions as required.

MAIN DUTIES AND ACCOUNTABILITIES

Operational

- Manage the delivery of fire safety works on time, within budget and to high quality standards.
- To be responsible for all aspects of contract management and administration including day to day oversight of work in progress, building robust relationships with our contractors and consultants to deliver high-quality cost-effective works
- Work with specialist consultants and contractors to provide detailed fire related specifications of work in order to deliver work packages of remedial and investment schemes
- Provide professional technical support and expertise on fire risk and safety, not only to colleagues in Property Services, but the wider Housing and Council services
- Provide guidance, support and when relevant complete fire safety checks and measures for the senior living and communal living schemes
- Liaise with professional bodies and stakeholders such as the Fire Service or Building control to ensure adherence to all regulations and legislation is current.
- Offer support and advice to our residents and leaseholders on fire safety or assist in the resolution of complex issues.
- Design and deliver in house training for staff, contractors and consultants on fire safety in order to support the delivery of an improved fire safety culture.
- Undertake procurement required in line with the Council's Contract Procurement Rules and Financial Regulations.
- Produce regular management information reports and KPI data to inform on performance and identify areas for service improvement.
- Ensure that all compliance records and management systems are current and updated, ensuring adherence with data protection and GDPR requirements.
- Liaise closely with Service Improvement Data Officer and Housing Assets to ensure information is provided to central Asset Management Systems and compliance Software where applicable
- Attend meetings to represent the Council as required.

Contract Management

- Lead on all contract management duties including monitoring budgets against spend, performance management, contract delivery and progression to ensure best value for money and quality works.
- Manage associated specialist consultants and external contract administration to ensure quality audit, sign off and certification
- Chair operational and strategic group meetings for all owned contracts.

- Monitor contractual terms and conditions for contracts and projects, working with contractors to resolve issues or escalating to Compliance Manager as necessary.
- Provide subject matter lead on legislation, ensuring updates or changes are reflected in the Council's policies and procedures in a timely manner

Finance and Budgets

- Undertake budgetary control for contracts that you are responsible and authorise works up to the delegated authority of the post holder.
- Audit contractor specifications against works ordered to ensure works are necessary and represent value for money, challenging and querying inconsistencies or errors.
- Review and validate variation orders, payment applications and invoices received with the agreed contractual terms.
- Provide information to the Compliance Manager and/or Housing Operations Manager as required to for budgeting and business planning purposes.
- Providing timely advice on new and future fire safety legislation, guidance and best practice
- Ensure projects are delivered to the required quality, budget and timescales.
- Identify budget variances and work with the Compliance Manager to resolve potential overspend or identify areas for efficiency savings.

Customer Service

- Corporate – Deliver excellent service to customers in line with published service standards
- Equality & Diversity – Actively promote the Council's Equality and Diversity policy in all aspects of your duties.
- Safeguarding – Adhere to effective safeguarding practice for vulnerable adults and children in accordance with the Council's policies, guidance and protocol.
- Dignity and Respect – Treat all colleagues with dignity and respect whilst at work so that they are able to, and encouraged to meet their full potential y working in a non-threatening environment free of harassment and/or bullying.
- Data Protection (GDPR) – Ensure that the principle of confidentiality and the requirements of the Data Protection Act (and future GDPR requirements) are fully applied to the work of your service area.
- Information Sharing – Work in line with the relevant protocols and service level agreements to enable the effective sharing of information between agencies.

Training and Development

- In line with Compliance policies, support the Compliance Manager to ensure that the appropriate training needs are identified and delivered to relevant Council officers to ensure an awareness of key Compliance risks, and their roles and responsibilities.
- Commit to an ongoing continuous professional development ethos

Service Development and Improvement

- Work to the new Housing Regulators Housing Consumer Standards in particular the Safety and Quality Standard to ensure the provision of safe and good quality homes, meeting the Decent Homes Standard and health and safety requirements, ensuring we have Golden Thread visibility and audit trail of information
- Contribute to service development plan and provide innovative solutions to improve services
- Regularly review fire policies and processes and ensure these are adhered to, working with the Compliance Manager to ensure they are reflective of our statutory regulations and are focused on the provision of continuous improvement to ensure the safety and security of our residents homes to ensure they are updated with new regulation
- Investigate new initiatives for building techniques, products and materials, sharing ideas with the Compliance Manager.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

Health and Safety

- Understand the Fire Safety Regulations 2022 client and contractor roles under the Construction (Design and Management) Regulations 2015
- Comply with all Health and safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required
- Have an understanding of the Control of Asbestos Regulations 2012 and ensure compliance with Council's Asbestos policies and procedures – both for yourself, your team and contractors/suppliers

DIMENSIONS OF THE ROLE

- Management of Fire Safety including the project management of related works.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Ensure policies, procedures and management plans are regularly reviewed and updated to ensure meet best practice and regulation/legislation.
- Produce remedial works actions plans to manage and mitigate risks highlighted in Fire Risk Assessments

- Manage the delivery of schemes of work to ensure that they are within budget, on time and of a high quality standard
- Undertake contract administration and contract management
- Provide technical expertise advice and assurance in the area of fire safety

PLANNING/ORGANISING/CONTROLLING

- Responsibility for fire safety and associated works budgets within Compliance which area approximately £1M ensuring the spend is within allocated budgets and escalating where there is likely to be overspend or savings.
- Approval of work applications, variations and invoice payments up to the delegated value of the postholder
- Supporting the Compliance Officer (Fire) to Manage, organise and completion of the cyclical programme for Fire Risk Assessments ensuring that the production of Fire Risk Assessments are suitable and sufficient, meet required timelines and risk is managed and reflects Regulatory Reform (Fire Safety) Order 2005 and all other associated Fire and H&S legislation.
- Effect management of underperforming contracts
- Procurement of contracts of work ensuring compliance to Contract Procurement Regulations and Financial Regulations
- Accountability to plan, coordinate and deliver contractors linked to Fire Safety works, ensuring priorities are identified and ensuring compliance with corporate targets and regulatory landlord obligations
- Provide management information on fire safety for service and corporate performance monitoring.

CUSTOMERS AND CONTACTS

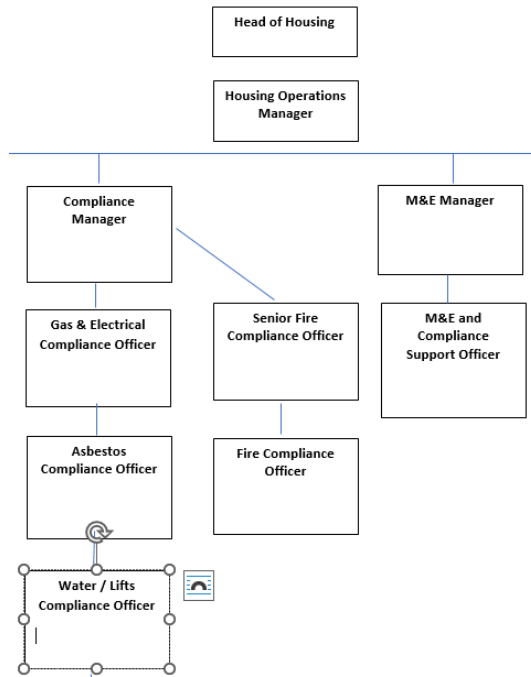
INTERNAL

- All staff including Management Board, Executive Members including the portfolio holder for Housing Services and Ward Members

EXTERNAL

- Contractors, suppliers, service providers, tenant and resident groups, partnering agencies, fire and rescue service, leaseholders and members of the public.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Demonstrate the required competency through training, experience and knowledge as a fire risk assessor.	A/C/I	NEBOSH General Certificate in Fire Safety and Risk Management or similar	A/C
	Formal Fire Safety qualification, such as the CFPA Europe Diploma in Fire Prevention or similar.	A/C/I	Member of professional body such as Institution of Fire Engineers or Institute of Fire Safety Managers. Registered assessor.	A/C
	Well-developed IT skills with knowledge of Microsoft Office at intermediate level	A/I	Experienced user of Teams, Sharepoint, ActiveH or similar programs	A/C/I
	Understanding of the Building Safety Act 2022		Experience of working in social housing	
	Understanding of the Fire Safety Regulations 2022	A/I		
KNOWLEDGE /TECHNICAL SKILLS	Experience of working with external stakeholders such as Fire and Rescue Service	I	Experience of working in social housing	A/I
	Experience of management of programmes of work to ensure works are	I	Awareness of Safeguarding	A

	completed are of quality and provide value for money			
	Experience of working and liaising with contractors and contract administration	A/I	Budgetary Management & cost control experience	I
	A strong technical background and experience in fire safety and associated works (such as fire stopping, fire alarms and emergency lighting)	A/I		
COMMUNICATION	Experience of producing reports in a variety of formats to be presented at operational, corporate or strategic levels.	A/I	Ability to negotiate with others to reach mutually beneficial outcomes, and can evidence successful outcomes	I
	Demonstrates a wide range of communication methods most effective for the situation and individual needs.	I	Can explain technical or complex information to a non-technical audience	I
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I	Experience of managing complaints	I
	Demonstrate the ability to obtain and analyse customer feedback to facilitate an ethos of continuous service improvement	I	Training course design and delivery	I

TEAM WORKING	Demonstrate effective team working through the successful delivery of projects and goals	I	Experienced at utilizing resources to ensure that service is delivered in efficient and effective ways to meet goals and targets.	I
	Ability to share technical expertise and feedback with the wider Council teams and partners	I		
MANAGING SELF AND OTHERS	Experience of managing contractors to ensure that the needs of the organisation and customer are achieved	A/I	Ability to take control of situations, providing the communication and assurance that decisions made are considered, risk assessed and are in the Councils best interests	I
	Ability to make effective decisions ensuring that all considerations are taken into account	I		
CAN DO APPROACH / ACHIEVING RESULTS	Demonstrate commitment to delivering high quality results	I		
	Evidence of flexibility adaptability and responsiveness to changing needs and circumstances	I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	Full and valid driving license and use of a car during working hours	A/I	Occasional attendance at meetings outside normal working hours	I
	For business continuity purposes you are required to have access to the internet at home via	A/I		

	broadband on a PC, laptop or tablet. item			
	Ability to undertake survey activities including entering roof spaces or climbing ladders.	I		

How assessed

- A = Application CV/Personal Statement
C = Certificates/professional Registration
D = DBS police check
E = Exercise
I = Interview
M = Medical assessment

For Official Use only			
Job title:	Compliance Officer (Fire Safety)	Post no:	
Service:	Housing Operations	JE score:	
Team:	Property Services	Pay band:	
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	3	
	Customer Service:	3	
	Team Working:	3	
	Managing Self and Others:	3	
	Can do approach/Results	3	
REVIEWED BY:	Housing Operations Manager	DATE:	July 2024
CHECKED IN:	Employee Services	DATE:	
LAST UPDATED:	Add date	DATE:	