

Job description

Post title: **Fire Safety Officer**

Service area: **Homes and Neighbourhoods (Housing Property Services)**

Grade: **P05**

Reports to: **Fire Safety Team Leader**

Your team: **Fire Safety**

Number of supervisees: **Apprentice Fire Safety Officer (TBC)**

Our ambition

We're determined to make Islington more equal. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a more equal borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a more equal borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a more equal workplace and foster a culture which empowers all staff to challenge inequality.

Equality is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures

Primary Job Function

The Fire Safety Officer will report to the Fire Safety Team Leader and the primary function of the role will be to carry out Fire Risk Assessments (FRA) on the Council's housing stock. In addition, the Fire Safety Officer will provide specialist, technical advice, and support to all stakeholders in respect of fire safety.

The Fire Safety Officer will plan, conduct, and carry out FRA inspections and reports in accordance with agreed FRA programmes, established in conjunction with the Fire Safety Team Leader. The FRA programme will focus primarily on the Council's purpose-built blocks of flats and converted street properties, as well as community centre buildings within the management remit of Homes and Neighbourhoods.

The key functions of the Fire Safety Officer role are to; complete FRA inspections to agreed schedules; assign 'actions arising' to relevant departments/teams; complete inspection reports and upload these into the FRA database; tracking 'actions arising' to ensure they are adequately closed out; providing assistance and guidance to relevant Council departments as required; assisting with the development of Islington Council fire safety policies and guidance; liaising with those completing construction/fire safety works to ensure they are completed to an appropriate, compliant standard etc.

Key Responsibilities

1. Provide technical advice on current fire safety legislation, guidance and best practice to ensure organisational compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislative requirements in respect of the councils housing stock and community centre buildings.
2. Provide technical advice and support services about a wide range of fire safety matters relating to the Councils property portfolio, including but not limited to; fire risk assessment, general fire precautions; firefighting and fire detection measures; means of escape routes/exits; provision of information to relevant persons; fire safety training etc. consistent with Islington Council policies.
3. Produce and update schedules of FRA inspections to deliver an effective and efficient programme, consistent with all relevant guidance (i.e. Fire Safety in Purpose Built Blocks of Flats, LACORs etc.) and industry best practice, ensuring monthly/annual KPI targets for completed FRA are achieved.
4. Carry out fire risk assessment (FRA) inspections of the common areas of domestic housing blocks/properties, including confined spaces, roofs/lofts/basements etc. and within dwellings themselves (where access is provided) to establish the levels of active/passive fire safety measures and structural fire separation, identifying suitable remedial/corrective actions as appropriate, considering the use, design features and occupants of individual properties.
5. To be responsible for the safe use, storage, and transportation of all handheld tools/equipment, personal protective equipment, portable technology, and high security keys etc. required to carry out and record FRA surveys safely and effectively.

6. To consider all available procedural/technical/engineering solutions and apply these on a case-by-case basis, ensuring that recommendations provide 'reasonably practicable' or cost-effective options, whilst striving to reach standards as close to current benchmark standards as possible.
7. To decide upon and implement appropriate fire strategies (i.e. stay-put; simultaneous evacuation) based on the outcome of FRA and ensure these are communicated effectively to ensure the safety of residents and other 'relevant persons'.
8. To review construction/refurbishment design on behalf of the Client, liaising with Construction Health and Safety Advisors, Principal Designers, Designers and Principal Contractors to identify potential fire safety implications during both the planning and construction phases of projects.
9. Advise capital programme delivery staff, setting the Councils' direction/policy on fire safety matters, as well as conducting visits to 'live' construction sites as required to ensure suitable standards are implemented on behalf of the Client.
10. Produce high quality FRA reports which are technically accurate and presented in a user-friendly format which enable the recipient to understand the required 'action' and the intent of any recommendations, enabling the recipient to act appropriately.
11. Form close working relationships with internal stakeholders i.e. Estate Services/Tenancy Management teams, providing mentoring and informal supervision in respect of fire safety matters by completing joint inspections and on the job training/guidance to develop competence of estate services staff and others e.g. community centre representatives.
12. Monitor through the FRA process (both physical inspection and desktop review) that remedial actions taken by stakeholders are appropriate, issuing corrective advice/actions/guidance as necessary and reporting periodically to line management.
13. To be jointly responsible for day-to-day supervision, allocation and checking quality of work of the Apprentice Fire Apprentice to develop competence.
14. Ensure that appropriate standards and systems are maintained and followed, consistent with LBI policies in consultation with the Fire Safety Team Leader, highlighting any non-conformities
15. Identify trends or recurring fire safety issues highlighted through the FRA programme to inform Council policy/procedure updates and provide regular performance reports/feedback to relevant Heads of Service and/or Service Directors.
16. Assist in developing and reviewing Council fire safety policies and guidance in light of changes in the law; from statutory bodies including the Health and Safety Executive (HSE); Fire Authority; Building Control; Environmental Health and Technical Services etc. liaising with the Fire Safety Team Leader.
17. Develop positive working relationships with housing staff, construction project teams and in particular the capital programme (fire safety works) team to ensure that any works which have the potential to impact on fire safety are carried out to appropriate standards and in the most reasonably practicable manner.

18. To act on behalf of the council in liaison with enforcement authorities such as London Fire Brigade, HSE and Environmental Health etc, ensuring that any actions arising are dealt with promptly in discussion with the Fire Safety Team Leader where necessary.
19. Keep up to date with new developments in terms of fire safety legislation, codes of practice and guidance from all statutory bodies in relation to area of work through Continual Professional Development (CPD).
20. Conduct post-fire investigations of serious (or potentially serious) fire incidents, including safety management analysis and the consequent development of informed safety practices/guidance to ensure continual improvement in performance.
21. Lead on the development and delivery of both formal and informal fire safety training programmes, evaluating the effectiveness of training through the FRA programme.
22. Attend occasional meetings (including outside of normal working hours), events and other activities as directed by the Fire Safety Team Leader.
23. Deal with enquiries and correspondence relating to fire safety, including the provision of completed FRA to Home Ownership Services and any other health and safety issues as requested.
24. Conduct Home Fire Safety Visits (HFSV) providing advice to vulnerable residents.
25. Deputise for the Fire Safety Team Leader as required.
26. Such other minor and non-recurring duties appropriate to the post as may be required.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars, and other events designed to improve communication and assist with the effective development of the post and post holder.
 - To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality, and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.

- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Work style

Flexible

Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

Assessment Guide

A = Application

I = Interview

T = Test

Essential criteria

Qualifications and Memberships

Essential criteria	Criteria description	Assessed by
1	Formal Fire Safety and/or Fire Risk Assessment training/qualification i.e. NEBOSH Fire Certificate, FPA etc. or recognised equivalent(s) at minimum Level 3	A
2	Membership of a relevant professional body or association Institute of Fire Engineers, Member of Institute of Occupational Safety and Health (IOSH) etc.	A

Experience and Skills

Essential criteria	Criteria description	Assessed by
3	Demonstrable experience of fire safety within a housing environment, advising on all aspects of fire safety and completing Fire Risk Assessment (FRA)	A/I
4	Understanding of current fire safety legislation and benchmark standards, with the ability to interpret such and understand their implication for existing buildings constructed to earlier standards.	A/I
5	Ability to develop pragmatic and reasonably practicable solutions to complex problems arise, to the satisfaction of the Client; Fire and Rescue Service; and Building Safety Regulator (BSR)	A/I
6	Ability to develop guidance on a range of fire safety matters, both for internal stakeholders and for residents/leaseholders as required	A/I
7	Ability to communicate effectively both orally and in writing with a wide range of staff, contractors and relevant/responsible persons.	A/I
8	Ability to advise on and assist with the delivery of fire safety improvement programmes in conjunction with others.	A/I

Essential criteria	Criteria description	Assessed by
9	Lead on the preparation and delivery of a programme of training needs for the department in respect of fire safety and conduct fire safety training as appropriate	A/I
10	Ability to carry out fire safety investigations and interpret statistics on accidents, hazards, risks etc; to reach conclusions and produce guidance proposals.	A/I
11	Takes personal responsibility for making things happen and delivering results, always meeting deadlines.	A/I

Special requirements of the post

Essential criteria	Criteria description	Assessed by
13	This role will require you to obtain a Basic clearance from the Disclosure and Barring Service	T

Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

