

**JOB TITLE:** Fire Safety Manager

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**REPORTS TO:** Head of Building Safety and Information

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**RESPONSIBLE FOR:** Fire and Safety Assessors x4, Building Safety Project Manager x1

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## Who are Accent?

We own around 20,400 houses across the North, East and South of the country. They are home to over 41,000 customers. We exist to improve lives, providing people with high quality homes, affordably. Whatever their housing need, whether family, single, older or more vulnerable – our customers come first. They are always at the very heart of our business.

If you feel great about putting customers first, then we feel great about you joining the Accent team.

And we are a team. We live and breathe our values – we are Smart, we are Driven, we are Caring and we are Inclusive – are you? If you can do what's right and challenge what you think is wrong, relish the opportunity to work with some fabulous colleagues to improve the customer experience and make sure we keep to our promises, then you are the person we are looking for.

Come and join us and start your own journey with Accent. We aim to be number one, and you could help us get there.

As Fire and Safety Manager, a typical week might include:

- Being the responsible person in regard to Fire Safety Management across the business, supporting teams, providing training and guidance and producing accurate reports.
- Ensuring our buildings and customers' homes are safe and receive the best service possible whilst working in partnership with our internal Fire and Safety Assessors and contractors across the following work stream areas:
  - Fire Risk Assessments inc Fire Door surveys & remedial works
  - Warden Call / Fire Alarm Testing / Emergency Light Testing
  - Fire door installation works
- Ensuring Accent's Fire and Safety policy and procedure is reviewed, updated, tracked, monitored and fully implemented across all Fire and Safety regimes
- Developing, implementing and delivering a pro-active contract monitoring framework for effective management of all Fire and Safety regimes across Accent
- Being responsible for delivering all fire safety related planned and cyclical contract works
- Data and performance management, through our in-house ActiveH system and QlikView performance monitoring tool, to ensure all regimes, assets, attributes are captured and visible.
- Working in partnership with the Head of Building Safety and Information, Customer Safety Manager, Group Health and Safety Manager and regional



teams, to drive a pro-active approach to Fire and Safety regimes, ensuring customers and their homes are safe

- Bringing our values to life through providing direction, coaching, support, empowerment and development to your team and other colleagues, enabling them to flourish and succeed, whilst creating a positive Fire and Safety Culture
- Being the key source of expertise on Fire Safety within Accent and maintaining an awareness of changing Fire Safety legislation and any potential impact on Accent
- Co-ordinating the delivery of a programme of fire risk assessments, fire door inspections and resulting remedial actions, covering all relevant domestic and commercial premises owned by or under the control of Accent
- Implementing any recommendations that arise from enforcement or improvement notice's
- Reporting to senior management regularly on any Fire and Safety related updates, including Building Safety
- Liaising with Accent's Primary Authority for Fire Safety and maintaining the partnership arrangement
- Adequately communicating with customers and residents about fire and building safety and issues that may affect them
- Leading on producing, updating and maintaining an accurate Fire safety Management system for the organisation
- Keeping up to date with any changes in legislation and governance, ensuring that the wider business is aware and help plan for any related consequences.

Your core role and focus is to ensure that fire and safety responsibilities, are fully understood by all colleagues within the directorate. You will lead and inspire colleagues to ensure that a proactive approach to customer safety, in particular, fire and safety management, is fully embedded. Your objective will be to minimise risk by ensuring a proactive approach that no fire risk assessment is ever overdue and that all resulting remedial work is completed within target deadlines.

### **What you'll bring:**

We'll expect you to be part of the team and deliver your service in line with our values and behaviours



## Our Values



## Our Behaviours



## The must haves:

- Relevant professional qualifications or experience
- A brilliantly positive leader and team player, who's able to build trust and respect, and influence people whilst putting customers at the heart of all you do
- Be someone who develops and shares skills, experience and knowledge whilst driving continuous improvement
- An inspiring and dynamic communicator, who's able to convey a clear vision of our approach to Fire and Safety
- Have a collaborative approach to working with colleagues across all areas of the organisation to achieve the best possible outcomes for customers
- An agile mind set, recognising problems as an invigorating challenge and working diligently to achieve a positive outcome
- Open, honest and reliable whilst taking ownership and accountability of all Fire and Safety matters
- Experience of managing and leading a team in the delivery of all aspects of Fire Safety, whilst developing your team and promoting personal development
- Full UK driving licence and access to a vehicle for business use
- **The added extras:**
  - NEBOSH Certificate in Fire Safety & Risk Management or equivalent fire risk assessment qualification
  - Experience of working in a Social Housing environment



- **We all have our part to play**

- We're committed to our vision and demonstrate behaviours which are in line with our core values.
- We ensure that all aspects of our work are delivered with a customer focus to all internal and external users in line with our internal/external service offer.
- We uphold our commitment to inclusion, equality and diversity.
- We're aware of our personal responsibilities regarding health and safety and ensure that our Health & Safety policies are adhered to in all aspects of our work.
- We treat all data with respect, ensuring we only use it for the correct purpose and is handled safely and securely.
- We promote and achieve Value for Money (VfM) within our areas and across the organisation.

This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

