

Job Description

Job title:	Fire Safety Manager
Reports to:	Head of Building Safety and Information
Responsible for:	Direct line management responsibility

Role Overview

We make moments that matter by truly caring about our customers and ensuring they are at the heart of everything we do.

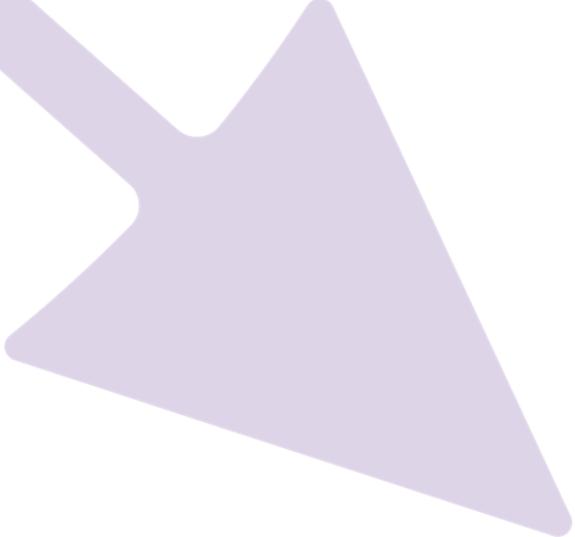
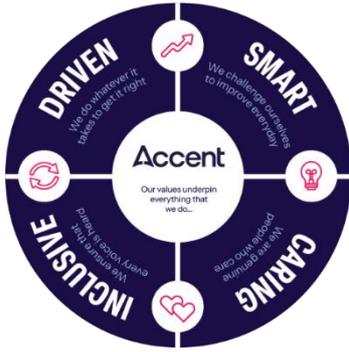
Like us, you are committed to exceptional customer service, and working hard to ensure our customers feel valued, heard, and supported. We deliver affordable homes and build better futures by actively listening to the needs and aspirations of our customers. We work to create communities where people feel safe, secure, and empowered. By fostering open communication, offering tailored services, and continually striving for excellence, we all aim to build lasting relationships that go beyond housing – enhancing lives and contributing to thriving, vibrant communities where everyone can feel good to be home.

As the Fire Safety Manager, you will ensure that fire safety responsibilities across the organization are fully understood and properly executed. This role focuses on developing, implementing, and maintaining a fire safety culture that minimises risk and guarantees that no fire risk assessments are overdue. You will inspire your colleagues and lead the Fire Safety Assessors & Project Manager, ensuring compliance and safety standards are always met, and that necessary remedial work is promptly addressed. By ensuring customer safety and fire management is proactive, you will play a key part in safeguarding our residents and assets.

Core Values Alignment

We live and breathe our values. We are Smart, Driven, Caring, and Inclusive. Our colleague and leader competency framework underpins this and helps provide focus and clarity around the behaviours and attributes that are expected at Accent. Our focus on value for money ensures that we continue to spend wisely, work productively and make the best use of our resources. This is all about how we do things: it's what we expect everyone to embrace and work towards in their roles.

In this role, you will align with our values by promoting a fire safety culture that puts the safety of customers and residents at the forefront. Your leadership will drive smart solutions and foster a caring approach to risk management, while working inclusively with teams across the organisation to ensure compliance and continuous improvement in fire safety practices. You will also be driven by a commitment to deliver high-quality outcomes and ensure that all stakeholders are supported and informed, maintaining an open line of communication to tackle fire safety challenges effectively.



Key Responsibilities and Duties

- Manage fire safety operations, ensuring that Fire Risk Assessments and resulting actions, such as fire door surveys and emergency systems testing, are carried out across all buildings and homes.
- Ensure the Fire Safety policy is reviewed and updated in line with current legislation and that its implementation is tracked, monitored, and adhered to across all fire safety regimes.
- Lead and support Fire Safety Assessors to deliver a high level of service and compliance in all areas of fire safety management, providing mentorship and development opportunities.
- Implement and oversee a contract monitoring framework to ensure the effective management of fire safety services, including data capture and performance tracking using internal systems like ActiveH and QlikView.
- Work closely with Building Safety, Health & Safety, and customer teams to ensure fire safety measures are robust and that the organisation takes a proactive approach to maintaining a safe environment for residents and colleagues.
- Coordinate fire safety training and awareness programs to ensure all colleagues understand their responsibilities and follow best practices in fire safety.
- Be the point of contact for fire safety expertise, ensuring compliance with current fire safety regulations and preparing the organisation for future changes.
- Liaise with regulatory bodies, such as the Primary Authority for Fire Safety, and address any improvement or enforcement notices in a timely manner.

Leadership Responsibility

As leaders at Accent, we are tasked with more than just achieving organisational goals; we are entrusted with the responsibility to create an environment where every colleague can thrive. To do so, we must embody the core competencies that define true leadership.

- Ensure we build a customer first culture within our teams and the wider organisation.
- Ensure we engage and are committed to the wider vision of the organisation and its goals always working collectively to achieve the best outcomes for our customers.
- I will proactively and positively give feedback directly to colleagues and leaders when there may be an opportunity to improve behaviours. At Accent we want an open and transparent culture, and I will always act with integrity towards my peers and colleagues and not engage any disrespectful behaviours.
- Invest in our own personal development and development of our teams, fostering growth through continuous development, coaching, and challenging experiences.
- Inspire innovation by encouraging new ideas, diverse thinking, and a culture of continuous improvement.
- Drive forward making bold decisions, tackle difficult issues, and grow from setbacks.
- Building trust, collaborating openly, and valuing inclusion, we create safe spaces where every voice is heard and respected across the whole organisation.
- Align our actions with a clear vision and purpose, taking decisive action to achieve results while always keeping our commitments.
- Embody care, ensuring that compassion and accountability are at the heart of everything we do.
- Work to the Accent competencies, always achieving the highest standard of conduct and integrity.

The must haves:

- NEBOSH Certificate in Fire Safety & Risk Management or equivalent fire risk assessment qualification.
- Proven experience managing fire safety programs and delivering Fire Risk Assessments.
- Strong leadership skills with experience in managing a team and driving performance improvements in fire safety.
- Excellent communication and influencing skills, capable of collaborating across departments.
- A full UK driving licence and access to a vehicle for business use.

The added extras:

- Experience working within a housing association or property management environment.
- Familiarity with using data management systems like ActiveH or similar

This role description highlights key responsibilities but is not exhaustive. Colleagues will agree on priorities with their Line Manager and are expected to work flexibly, supporting the team and working collaboratively across teams to deliver outstanding results for our customers. Working together as one team is our norm at Accent and reflects how we achieve success and meet the organisation's evolving needs.

We work flexibly and on an agile basis. We design our work around the customer with the focus being on ensuring we deliver the best possible service to our customers and to the best of our abilities. How and where you work will be agreed with your line manager to achieve the best outcome for both the organisation and for you, wherever possible.