

Job Description

Job title:	Project Manager (Fire & Building Safety)
Reports to:	Building Information Manager
Responsible for:	No 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 a Project Manager – Fire & Building Safety, you will play a vital role in ensuring Accent delivers high-quality maintenance projects that meet cost, time, and quality expectations. You will manage key safety maintenance and planned projects across our portfolio of homes, working closely with both internal teams and external suppliers to ensure planned maintenance projects are efficiently delivered. By coordinating and leading projects from inception to completion, you will contribute directly to improving the living conditions of our residents and enhancing the overall performance of our housing stock. Your attention to detail, adherence to health and safety standards, and ability to engage with residents and stakeholders will be crucial in delivering projects that align with our mission to provide safe, affordable homes.

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.

At Accent, we value collaboration and innovation. As a Project Manager – Fire & Building Safety you will embody these values by ensuring projects are delivered with efficiency and a focus on continuous improvement. You will work in a spirit of mutual cooperation with contractors and colleagues, ensuring all projects are completed in line with our values. You will also act as an advocate for customer care, ensuring that resident feedback is used to drive improvements in project execution. Health and safety are paramount, and you will be responsible for upholding our rigorous standards while fostering a culture of safety across all projects. Your commitment to these values will help Accent build a better future for both residents and colleagues.



Key Responsibilities and Duties

- Ensure budgets are set and managed effectively within fire and building safety maintenance programmes including remedials repairs, delivering value for money in all management and investment activities. Collaborate with the Asset Delivery Team to create accurate budget forecasts
- Manage budgets for national fire remedial and planned building safety projects including managing contractor valuations and payments for works and accurate financial forecasting.
- Oversee the planning, coordination, and execution of fire and building safety programmes including alarms, emergency lighting and sprinkler systems from start to finish including ensuring specifications are in accordance with relevant legislations or guidance. Ensuring all stakeholders to the projects including customers, internal colleagues and external stakeholders are communicated with effectively.
- Ensure effective management of external contractors, including contract administration and performance. Develop and monitor key performance indicators (KPIs) to detect underperformance and ensure contractors meet agreed service standards.
- Conduct site visits to perform condition reports, progress reports and inspections of works. Ensuring contractors adhere to Health and Safety and quality requirements. Ensuring works are completed to the highest standards and are compliant.
- Complete audits of certification and hand over documentation ensuring compliance and specifications are met and liaise with 3rd party auditors in regard to audit actions and trends.
- Write and review technical specifications for procurement, ensuring clarity and compliance in fire and building safety related contracts.
- Ensure all works comply with contract requirements and statutory and regulatory obligations, including CDM regulations, Party Wall Act, Section 20 legislation and Decent Homes Guidance.
- Process all contractor applications for payment in accordance with contract conditions. Ensure accurate and easily accessible electronic storage of project documents, including health and safety documentation, payment certificates and variations certifications. Ensuring asset data is up to date in the asset management system for all completed works.
- Proactively recommend and implement changes to policies, procedures, and technologies to improve monitoring, auditing, and overall building safety compliance practices.
- Champion customer safety by promoting the importance of fire and building safety across the organization and ensuring that colleagues and contractors are well informed and engaged in maintaining high safety standards.
- Provide expert advice and support to internal and external customers regarding fire doors, building safety, alarm systems and warden call systems, ensuring all queries are addressed promptly and with a focus on safety and compliance.
- Assist other regional teams with the planning and delivery of programmes when necessary or requested by the Fire Safety Manager.
- Assist in coordinating communications with relevant authorities, national fire service agencies.
- Training and support to other areas of the business (e.g., Tech Hub Repairs, Specialist Housing).

The must haves:

- HNC/Degree/Diploma level education or equivalent within the build environment.
- Minimum of 3 years' experience managing fire safety works within the social housing sector.
- Working knowledge of CDM 2015, Approved Document B, The Regulatory Reform (Fire Safety) Order 2005, The Fire Safety Regulations 2022, and The Building Safety Act 2022.
- Proven experience managing external contractors and resolving disputes, preferably within the social housing sector
- Excellent negotiation skills, attention to detail, and the ability to manage complex compliance and safety programs.
- Excellent communication skills, with the ability to prepare high-quality monthly and quarterly reports.
- Experience with Section 20 legislation, budget management, and contract performance monitoring.
- Proficient in budget management, forecasting, and delivering projects within financial constraints.
- Strong working knowledge of MS Office and specialist software related to project management and asset management.
- Excellent customer care skills with a commitment to diversity and inclusion in all aspects of work.
- Regular business travel will be necessary to other Accent sites and off-site meetings as required

The added extras:

- SMSTS, IOSH Managing Safety, NEBOSH Fire Safety Certificate, or NEBOSH Construction Certificate.
- Experience managing contracts related to fire alarms and other fire safety systems.

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.