



## **ROLE PROFILE**

<b>Role Title:</b>	<b>Compliance Delivery Officer Fire Safety</b>
<b>Service:</b>	<b>Housing Services, Repairs &amp; Servicing</b>
<b>Directorate:</b>	<b>Transformation, Housing &amp; Resources</b>
<b>Accountable to:</b>	<b>Compliance Delivery Manager (Housing)</b>
<b>Grade:</b>	<b>P01</b>
<b>Car Category:</b>	<b>Essential</b>
<b>Work Style:</b>	<b>Flexible Office Based Worker</b>

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### **Purpose of role**

To ensure that the requirements of all relevant legislation, regulation and required guidance is adhered to and that best practice is implemented for fire safety in respect of residential homes owned by West Lancashire Borough Council.

To work as part of the Repairs & Servicing Team and provide invaluable support to the Compliance Contracts Manager (Housing) to ensure that our statutory obligations in relation to fire safety are met.

The successful candidate will be overseeing the relevant contractor responsible for fire safety thereby ensuring the delivery of statutory and regulatory compliance. Non-compliance with safety regulations can result in serious consequences, such as fines, legal action, project delays, increased insurance premiums, and damage to a company's reputation. More importantly, it can lead to accidents and injuries, which can result in physical harm, lost productivity, and increased costs for medical treatment and workers' compensation. Ultimately non-compliance could lead to prosecution under the Corporate Manslaughter Act 2007.

The successful candidate will lead on the fire risk assessment programme, evaluate the identified hazards and take necessary actions to reduce or eliminate them. They will be the subject matter expert with regards to fire safety on refurbishment and programmed maintenance work relating to the fire safety installations, such as fire doors, compartmentation, emergency lighting and fire safety systems for the Council's housing stock .





## Key Objectives

1	Provide technical expertise/problem solving when required.
2	Carry out fire risk assessments
3	Prepare and oversee the delivery of a programme of fire risk assessments and building surveys for Council homes, ensure all fire risk assessments are up to date, and quality check all assessments carried out by internal and external fire risk assessors.
4	Liaise and communicate with other parties both internal and external to the Council in respect of the Fire Safety work programme for Council homes.
5	Oversee the allocation of fire safety actions from the assessments and the undertaken works to comply with the actions. To carry out site audits of fire remedial work, and update records.
6	Assist the Compliance Delivery Manager with identifying technical solutions and developing a planned programme of fire safety works, taking account of high-risk buildings, different stock archetypes and the WLBC asset management strategy.
7	Prepare design specifications for a range of fire safety projects and package into tender documentation including measured surveys of existing buildings, on site dimensional drawings, sketch proposals, budget costings and scheduling quantities for tender documents in accordance with the Council's Contract Procedure Rules and Financial Regulations.
8	Commission and appoint specialist contractors, manage pre-commencement meetings, agree work programming, prepare budget cost forecasting, and ensure all contractual prerequisites are provided.
9	Monitor refurbishment, repairs, and maintenance contractor's work, inspect and commission completed works. Ensure standards are to the highest quality and compliant with the contract conditions. Follow up unacceptable performance with the contractors to ensure issues are remedied.
10	ensure building occupiers (tenants and leaseholders) are fully consulted prior to works commencing and have had sufficient opportunity to comment and have input to scheme proposals.
11	Update the Council's compliance system with all fire safety related data, certifications, risk assessments etc to ensure statutory compliance.
12	Where work falls outside the scope of the Contract Specification, invite quotations, and ensure that the work required is entered on the order including all relevant dimensions, materials and costs.





13	Provide cover based on needs of the business as necessary to ensure that all services are adequately provided.
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## Scope

The role has a delivery operation focus for the functions with its remit.

## Work Profile

### 1. Strategy

The post holder will have a lead role in the Council's management of fire safety related Building Safety and Compliance for housing stock. Their role will also contribute to the achievement of the Council's Corporate Plan.

### 2. Performance

The post holder will support the Compliance Delivery Manger in ensuring that required standards are achieved and maintained. They will take a leading role in the delivery of key objectives, priorities and targets associated with continuous improvement and in developing a more evidence/ intelligence-led approach for fire safety related Building Safety and Compliance They will monitor and communicate performance against a series of key performance measures (including statutory targets), developing new indicators and targets as needed.

They will recognise, communicate, and mitigate any risks to the delivery of high-performance standards.

### 3. Service Quality

The post holder will have a leading support role in ensuring that the Council's image and reputation for excellent service and value is both maintained and improved, through the delivery of a fire safety management service that upholds rigorous standards and adds value.

They will develop and monitor appropriate service performance indicators.

They will develop and support the implementation of excellent standards in terms of service delivery performance and professionalism.

### 4. Resource Management

The individual is not responsible for a budget.





The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to them in order to undertake their own role.

## **5. Accountability**

The post is accountable to the Compliance Delivery Manager (Housing)

## **6. Culture**

The post holder will play a lead role in Housing Services in terms of the development of a positive organisational culture that is outward looking, evidence-based and customer-focused. They will provide visible, authentic leadership and lead by example, upholding the organisation's values and standards.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

## **7. Communications**

They will have frequent but not daily contact with members of the public including local businesses and with Human Resources, Trade Unions, and regional/ national bodies. They may be expected to write detailed reports for committees, some of which may include technical detail that needs to be translated for the layperson and often incorporating sensitive information. They will also come into contact with personal information relating to employees and residents and will need to exercise their responsibilities in handling this information appropriately.

## **8. Commitment**

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

## **9. Risk Management**

The post holder will be expected to contribute effectively to the identification, management of corporate risks relating to health and safety and business resilience/ emergency planning. They will be responsible for the effective management and mitigation of risks within their own division, reporting on actions taken and escalating to the Compliance Delivery Manager (Housing) when necessary.

## **10. Equal Opportunities**





The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

#### **11. Customer Focus**

To meet the Council's Standards of Customer Care at all times.

#### **12. Core Tasks**

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

#### **13. Health & Safety**

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

#### **14. Legislation**

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

#### **15. Training & Development**

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

#### **16. I.T.**

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

### **POLITICALLY RESTRICTED**

Under the Local Government and Housing Act 1989, this is a politically restricted post.





### PERSON SPECIFICATION/ESSENTIAL QUALIFICATIONS

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
<b>SKILLS AND KNOWLEDGE</b>  <b>Technical knowledge and qualifications</b>	Appropriate academic professional or technical qualifications, e.g., BTEC HNC or degree in building surveying or construction. Alternatively qualified by experience to an equivalent level with a minimum qualification NEBOSH Fire Safety Management Certificate Level 3.	X		A
	Affiliation and membership of the IFSM or IFE.		X	A
	Experience in fire safety responsive and planned maintenance work within Social Housing.	X		A
	Working knowledge of the Construction (Design and Management) Regulations 2015 relating to maintenance and construction works		X	A, I
	Experience in drawing up proposals for planned works schemes, including tendering and contract administration.		X	A, I





	<p>A proven track record of dealing with Fire Safety work contracts and contractors.</p> <p>Experience of using Microsoft applications in particular Word, Excel and Outlook.</p> <p>Experience and knowledge of the Health and Safety and Work Act 1974 specific to contractor management and site supervision. Preferably a CSCS card holder.</p>	<p>X</p> <p>X</p>	<p>X</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p>
<b>Knowledge</b>	<p>Experience of undertaking Value for Money reviews</p> <p>Ability to interpret and utilise data to manage performance and undertake reviews.</p>	<p>X</p> <p>X</p>		<p>I</p> <p>I</p>
<b>Planning and organising work</b>	<p>Able to operate independently, managing conflicting priorities effectively.</p> <p>Methodical and well organised, with a commitment to providing a quality service and attention to detail</p>	<p>X</p> <p>X</p>		<p>A, I</p> <p>A, I</p>
<b>Planning capacity and resources</b>	<p>Delivery of results under pressure</p> <p>Ability to think and plan strategically.</p>	<p>X</p> <p>X</p>		<p>A, I</p> <p>A, I</p>
<b>Influencing and interpersonal skills</b>	<p>Ability to communicate effectively, orally and in writing, with a wide range of audiences using a variety of medium.</p> <p>Political sensitivity and ability to establish and maintain collaborative working relationships with Elected Members, Central Government, public sector agencies, trade unions.</p>	<p>X</p> <p>X</p>		<p>A, I</p> <p>A, I</p>







	Professionalism and credibility that establishes and maintains the confidence of Elected Members, local communities, employees and external partners/ stakeholders.	X		A, I
<b>PROBLEM-SOLVING</b>  Using initiative to overcome problems	Demonstrable experience of developing and implementing effective outcome-based solutions to problems	X		A, I
	Ability to work across the organisation and operationally, to identify a range of appropriate solutions to issues and problems.	X		A, I
<b>Managing risk</b>	Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
<b>Managing change</b>	Able to demonstrate experience of effectively managing change for improved outcomes and service delivery.		X	A, I
<b>ACCOUNTABILITY and RESPONSIBILITY</b>  Undertakes tasks without supervision.	Ability to work independently and take ownership of key responsibilities of the post	X		A, I
<b>Other</b>	Commitment to Equality	X		A, I
	Commitment to Health & Safety	X		A, I
	Satisfactory Baseline Personnel Security Standard Check	X		<b>Document Checks (includes Basic DBS)</b>





	<p>The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English</p>	<p><b>X</b></p>		<p><b>A I</b></p>
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**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:**

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together.**
- **We do what we say we will do when we say we will do it.**

**In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:**

- **Service delivery and change management;**
- **Financial and resource management;**
- **Leading, motivating and developing.**

**Other information**

- able to travel to meet service delivery requirements.
- available to undertake work outside of normal working hours.

