

JOB DESCRIPTION

Prepared by	Karen Dyke	Job title	Talent Acquisition Manager	Date	30/05/2024
Role Title	Fire Safety Coordinator	Reports to	Head of Health & Safety	Location/ Agile	Northwich/Hybrid
Business Area	Back Office Support	Department	Compliance	Org chart included	Yes
Role purpose	The Fire Safety Coordinator will provide direct support to the Fire Safety Manager (FSM) and report into the Head of Health and Safety (HoHS). The Fire Safety Coordinator will be the first point of contact for all fire safety and building safety enquiries, and responsible for initiating responses to all enquiries from employees, clients, contractors and visitors throughout, where competent to do so.				

Key accountabilities and decision ownership [max 8]:

1	Be the first point of contact for fire and building safety matters providing advice where competent to do so; managing the fire safety enquires and involve the FSM on more complex issues where advice is sought.
2	Maintain up to date knowledge of changes to legislation and communicate these to the HoHS and FSM.
3	Provide the FSM/HoHS with data for inclusion in the reports.
4	Support with Building Safety Case reports through assessments of HRBs from a fire and structural aspect.
5	Provide advice following the receipt of deficiency and enforcement notices, and manage these on the central system.
6	Maintain a library of fire safety and technical information.
7	Attend fire and health and safety committee meetings, where necessary.
8	Support the FSM/HoHS with other duties that the role may require

Skills, knowledge, experience and background checking

Essential:

1	Post qualification experience in Fire, M&E, Construction, FM or Property Management
2	Comprehensive knowledge of Building Safety Act, supporting regulations, government guidance, Building regulations and specifically Approved Document B, Housing Act, RRFSO and associated H&S legislation

Preferred:

1	Commercial acumen and good organisational skills in order to manage workloads and undertake project management and monitoring; Analytical skills in order to undertake research and provide written summaries
2	Demonstrate ability to make decisions both independently and collaboratively, having first evaluated all options. Supports decisions with factual information and well presented
3	Able to identify new risks emerging and the mechanism for reporting new risks and/or incidents which could bring detriment to the business, members of staff or to customers

Technical / professional qualifications

1	Nebosh fire certificate or working towards Fire Diploma
2	Nebosh Certificate in Occupational H&S
3	Tech IOSH or higher, membership level of IFE

Criminal Record Check Requirement

BASIC DBS CHECK	STANDARD DBS CHECK	ENHANCED DBS CHECK WITH BARRING
NO DBS CHECK REQUIRED		

JOB DESCRIPTION

Role Title	Fire Safety Coordinator	Reports to	Head of Health & Safety
Business Area	Back Office Support	Department	Compliance

Key outputs (max 3) (success measures)

1	Control the management of actions from enforcement notices within the specific deadlines of the notice
2	Respond to enquiries within 3 working days
3	Manage the enquiries of stakeholders and enforcement agencies without detailed involvement of others

Budget responsibility

1	None
---	------

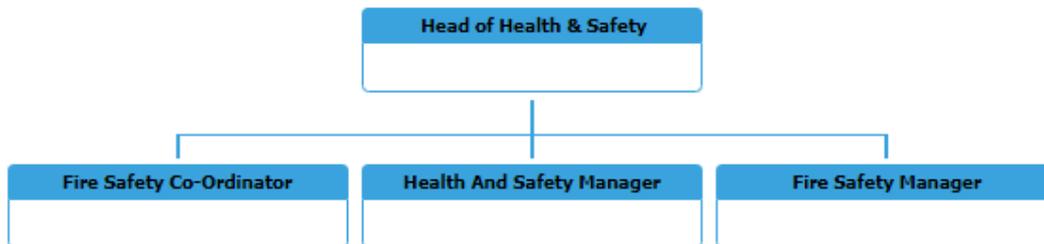
Stakeholders

1	RMG Colleagues
2	Clients, enforcing authorities, leaseholders

People responsibility

1	Direct Reports	0
2	Full team responsibility	0

Organisation Chart - Please insert Organisation Chart below:



This Job Description outlines key accountabilities – all employees are expected to be flexible regarding their accountabilities and may from time to time be asked to carry out other duties to ensure achievement of company targets. All colleagues working on behalf of Residential Management Group have a duty to promote the welfare and safety of children, young people, and adults in the work they do, the activities they supervise and the interactions they have with colleagues. They have a duty to immediately report any witnessed or suspected abuse in line with this policy and procedure. All colleagues should: follow Residential Management Group’s safeguarding policy and procedures; remain vigilant, recognise, and report any sign/risk of or incidence of abuse or neglect; and report concerns of harm or poor practice that may lead to abuse or neglect.

H&S Responsibilities – Please refer to the RMG Health & Safety policy for your H&S responsibilities and for those people that you might manage.