

bpha ROLE PROFILE



JOB TITLE:	Fire Safety Project Manager
REPORTS TO:	Building Safety Manager
POSITION LEVEL:	
JOB PURPOSE & ACCOUNTABILITIES:	<p>To assist bpha's 'competent person' in relation to fire safety under the relevant legislation and lead officer on fire safety projects, responsible for ensuring bpha meets its statutory fire safety obligations.</p> <p>To work closely with and support the Building Safety Manager and Fire Safety Officers in their roles to ensure bpha's legal obligation as a minimum requirement are met across all buildings.</p> <p>To actively engage with all internal and external stakeholders to promote and raise fire safety awareness and through continuous improvements increase safety of our customers, buildings and communities through Fire Safety Projects.</p>

KEY RESULT AREAS	MEASURES OF SUCCESS
Ensure that Fire Safety projects and work programmes are well planned and performance targets are known before the start of each project to enable measurement of contractor performance	Performance of contractors is and remains above defined targets and work with others to implement corrective action in the event of unacceptable performance
Ensure all Fire Safety projects are undertaken to accordance with bpha's cost, time, quality expectations and seek to ensure performance which consistently meets bpha's requirements	Through regular site inspection and contractual management assurance is evidenced to meet fire safety requirements
Work with other members of the business and external supply chain partners, to ensure scopes of work and estimates are available to be submitted in support of the bpha budget approval process.	Review quotations and estimates for their accuracy and obtain additional quotations where necessary as per the procurement strategy to demonstrate value for money.
Ensure all works are undertaken to accord with bpha statutory obligations including, but not limited to, the CDM Regulations 2015.	All works to undergo health and safety risk assessments, completing and submitting relevant documents, reviewing, and commenting on contractor risk assessments and method statements using a combination

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	of desktop and site audits. Keep up to date with latest requirements such as British Standards, technical bulletins, and approved codes of practice.
Attend and chair contractor progress meetings and record where necessary all relevant documentation maintaining the Golden Tread of Information	Ensure all concerns are discussed and recorded and good management of contractor completing their actions. All communication with contractors is clear, consistent and in accordance with contract conditions.
Carry out and audit fire risk assessments and reviews in line with bpha fire safety policy & strategy	All communal areas within blocks of flats are assessed and reviewed for fire risks on a regular cyclical inspection programme
Make recommendations on the fire safety protective and preventative measures required, benchmarked against housing industry and legal standards	Works identified in fire risk assessments are specified, ordered and carried out in a timely manner and to a high standard which meets relevant applicable standards
Comment on plans for new bpha developments and advise on specifications for fire precautionary measures	Acting as the Subject Matter Expert to ensure bpha meets all current fire safety legislations for new build and developments
Liaise with contractors to ensure projects are carried out to agreed standard	Site progress meetings are held regularly for each project, are clearly recorded and all representatives act in a professional manner with the intent of maintaining key stakeholder relationships and continually improving service delivery.
Ensure data for all completed works is recorded and available for upload in to bpha's asset management software (Asprey) and to oversee the periodic transfer and storage of such data.	Ensuring completion certificates are data checked and accurate before submission onto systems. Overseeing the consolidation of asset data through contract instruction documents.
Work with other members of the Property Services Team to periodically review contractor's working arrangements and health and safety documentation.	Awareness of health and safety legislation and seek to ensure contractors adhere to procedures in relation to fire safety, asbestos requirements and the like.
Review and amend bpha planned work specifications to seek to continually improve efficiency and value and to enable the re-procurement of planned and cyclical maintenance services as required.	Work with the Procurement Team to provide specification documents for planned and cyclical works contracts. Reviewing specifications and standards.
Ensuring complaints are acknowledged, investigated, and resolved within published timeframes and driving service improvements where required.	Customer complaints and enquiries are responded to accurately and within published timescales with accurate visit reports and records being

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	recorded on the system. Customer satisfaction is and remains above defined targets
Liaise and consult with the fire safety Regulators to ensure bpha is complying with statutory obligations	bpha is complying with statutory obligations regarding fire safety and areas of concerns are reported immediately to Senior Managers, HoS or CEO
Provide fire safety advice and guidance to managers, employees, contractors and partner agencies in accordance with current fire legislation and service policy	All communication with contractors is clear, consistent and in accordance with contract conditions
Promote fire safety amongst residents and propose measures to minimise risks and improve fire safety within bpha stock (including the preparation of fire safety publicity and information, written reports, letters and notices as necessary)	Working closely with the BSM and the wider business to actively engage with residents by varying methods to proactively share fire safety information with residents
To work closely with the Building Safety Managers and deputies when required across all Buildings.	bpha employees are well-trained and advised about fire safety and are kept informed of relevant fire safety legislation and best practice
	Working collaboratively to fulfil bpha's legal obligation as a minimum requirement and discharge its statutory duties

PERSON REQUIREMENTS – state if ESSENTIAL (E) or DESIRABLE (D):

Key Skills and Attributes

- Demonstrate excellent customer care skills and show an understanding of and commitment to equality and diversity, in all aspects of your work (E)
- To be a good communicator committed to providing good quality, clear written and verbal information to both internal and external stakeholders (E)
- The ability to work without guidance and prioritise own workload but also be committed to working in a positive manner and as part of a team (E)
- High level of attention to detail and investigative and problem-solving skills required (E)
- Experience of managing and delivering fire safety related projects including budget management (E)

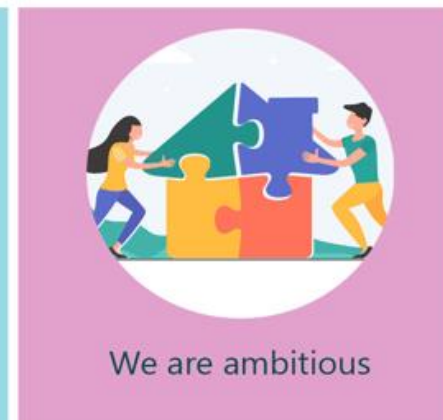
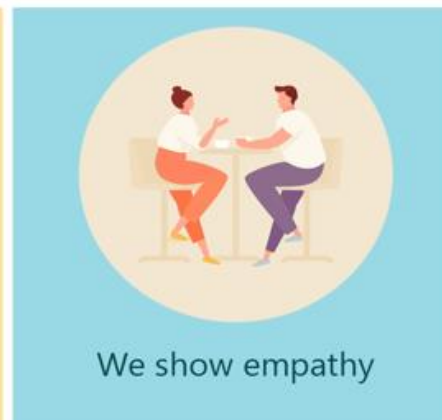
Knowledge and Experience

- To be able to demonstrate extensive experience of operating independently in a legislative fire safety enforcement or fire risk assessment environment, including experience of carrying out or auditing fire risk assessments in both complex and simple housing properties (E)
- To have a comprehensive understanding of the legislation, codes of practice and guidance applicable to fire safety in housing (E)
- Experience of managing contracts in relation to fire safety projects and knowledge of one or more areas of Landlord Compliance (e.g. asbestos, electrical, gas, lifts, water hygiene,) (E)
- An understanding of construction health and safety legislation (including CDM 2015). (E)

Qualifications or training required (or appropriate demonstrable experience)

- A fire risk assessment qualification to a minimum of NVQ level 4, or equivalent acquired prior learning (E)
- Degree/diploma level education in Construction or Building Services related field. Or, demonstrable experience within this field (D)
- Completed the following fire safety courses at the Fire Service College (or equivalent training):
 - a. Fire Safety Foundation Theory/Practical (E)
 - b. Fire Safety Legislation & Risk Assessment Auditing (D)

VALUES AND BEHAVIOURS:



We take responsibility

- We always do what we say, when we say we will
- We are accountable for what we do and sometimes, what we don't do
- We do the right thing not the easy thing

We are better together

- We are one bpha, committed to our shared goals and standards
- We achieve more with others, inside and outside bpha
- We value and draw strength from our diversity and differences

We show empathy

- We respect every colleague and customer
- We listen and make sure we understand
- We are considerate to each other and protect our environment

We are ambitious

- We learn, and with our customers find better ways
- We will make a positive difference for more people
- We are committed to excellence and being the best we can be

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Special Requirements if appropriate for role:	
Role profiles are a snapshot of requirements at the time of writing; content may change from time to time to ensure that roles continue to meet the changing needs of the business. Role profiles are reviewed yearly.	
DATE LAST REVIEWED:	1st November 2024