

bpha ROLE PROFILE



JOB TITLE:	Fire Safety Project Officer
REPORTS TO:	Building Safety Manager
POSITION LEVEL:	Operations - Technical/Specialist Standard
JOB PURPOSE & ACCOUNTABILITIES	<p>To assist bpha's 'competent person' in relation to fire safety under the relevant legislation and support the lead officer on fire safety, ensuring bpha meets its statutory fire safety obligations.</p> <p>To work closely with and support the Building Safety Manager, Fire Safety Project 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 accord 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
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

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Comment on plans for new bpha developments and advise on specifications for fire precautions 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.
Attend and chair (when required) 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.
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

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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
Attend and assist with contractor progress meetings and record where necessary	Where necessary support colleagues with fire safety advice in a structured and documented manner
Develop and deliver fire safety training to employees on relevant fire safety legislation and best practice	bpha employees are well-trained and advised about fire safety and are kept informed of relevant fire safety legislation and best practice
To work closely with the Building Safety Manager, Fire Safety Project Manager and deputies when required across all Buildings.	Working collaboratively fulfil bpha's legal obligation as a minimum requirement and discharge its statutory duties

PERSON REQUIREMENTS – ESSENTIAL, unless specified as DESIRABLE:

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 (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)

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)
- Project management qualification CAPM or equivalent (D)

VALUES AND BEHAVIOURS:



We take responsibility



We are better together



We show empathy



We are ambitious

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

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: April 2025