

Role Compliance Officer - Fire Safety

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Team Assets and Compliance

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Reports to Fire Safety Manager

### What you'll do

With your customer focussed approach, you will be responsible for assisting in the successful delivery of the Association's fire safety management requirements. This will be achieved by ensuring our built assets and estates comply with Statutory Fire and Health and Safety Regulations to keep tenants, staff and contractors healthy and safe.

Duties will include the monitoring of cyclical inspection and testing regimes, fire risk assessments and risk management including project management of fire safety works. Providing support and advice to internal teams, influence key stakeholders, both internally and externally and liaising with enforcing bodies

Arrange, review and action property specific surveys that are required

### What we expect from you...

It is essential that people who work for us can demonstrate our Values in all that they do:

- ⇒ **Kindness** - We recognise that relationships are at the heart of everything we do, at the heart of good relationships is kindness.
- ⇒ **Trust** - We trust people to do the right thing, because good relationships are built on mutual trust and respect.
- ⇒ **Innovation** - We continuously strive to be the best we can whilst seeking creative ideas to improve and grow.
- ⇒ **Accountability** - We accept the responsibility of our role and hold ourselves accountable for our actions and for doing what is right.

### We request all employees to...

- ⇒ Keep up to date with changes in systems, policies, procedures and working practices.
- ⇒ Take ownership for your own personal safety and of those around you.
- ⇒ Take the opportunity to develop your skills and knowledge.
- ⇒ Take responsibility for the integrity of the data you use.
- ⇒ Contribute to a happy and positive workplace.

⇒ Treat everyone with respect and adopt a positive approach to diversity and inclusion.

## **What you'll be responsible for**

### Main Duties:

- Collaborate with the Fire Safety Manager to address audit and compliance matters relating to Fire Safety.
- Manage the programme of Fire Risk Assessments (FRAs) in accordance with the building risk profile.
- Undertake desk top reviews of Fire Risk Assessments at planned intervals as outlined within Caredig's policy.
- Collate and coordinate actions from fire risk assessments including arranging remedial works with internal teams and specialist contractors.
- Monitor outstanding Fire Risk Assessment actions to ensure they are completed in line with our statutory obligations and internal policies.
- Undertake quality control checks of completed works.
- Carry out Fire Risk Assessments when required.
- Undertake effective contractor management to include site meetings, work management and periodic contractor meetings, dealing effectively with any issues identified.
- Complete property inspections and action any fire rated defects.
- Carry out competitive costing for Fire safety works ensuring adherence to available budgets.
- Update and maintain systems to ensure that Fire safety information is current and accessible.
- Compile Reg 38 information for existing buildings and review and action reg 38 information for new developments.
- Ensure fire safety asset data and records are complete, accurate, and audit-ready, supporting golden thread requirements
- Arrange, monitor, review and action building surveys as required.
- Provide technical advice and support to the business in relation to fire safety.
- Provide information to tenants to update on fire safety matters and comply with S156 regulations.
- Contribute to the development of policies and operational procedures.
- Liaise with enforcement bodies on compliance related matters to include but not limited to - the Health and Safety Executive (HSE), fire authorities, Building Control, Environmental Health.
- Be aware of the responsibilities under the Health and Safety at work Act and ensure safe working systems and procedures are adopted at all times.
- To assist when required in other areas of compliance.

## Who you'll be working with

- ⇒ You will work collaboratively with:  
Housing and Support Department, Customers
- ⇒ You will work closely with:  
Assets and Compliance Team  
Property and Estate Services  
Contractors, Development Team.

## Other

- ⇒ To be aware of Caredig's Single Equality Scheme regarding both employees and tenants and to promote a culture of equality and inclusion.
- ⇒ To be prepared to undertake any training required to improve your knowledge and skills to carry out your role effectively.
- ⇒ Be aware of your responsibilities under the Health and Safety at work Act and ensure safe working systems and procedures are adopted.
- ⇒ Any other duties deemed reasonable by management within the remit of the role.

## About you

What is needed for the role and whether it is essential or desirable.

Skills, Knowledge, Experience	Essential	Desirable
Appropriate H&S qualification e.g., IOSH managing safety or NEBOSH General Certificate		✓
NEBOSH Fire Safety and Risk Management or equivalent	✓	
Knowledge of key regulatory frameworks such as Regulatory Reform (Fire Safety) Order 2005, Building Safety Act 2022 and Wales Bill, Fire Safety Act 2021, Welsh Housing Quality Standard (WHQS), Building Regulations (Part B Wales)		✓
Relevant Compliance qualifications e.g., Asbestos P405, WS1 Legionella		✓
Experience of working in a Housing Association environment or similar		✓

Cost management procedures: monitoring of budget against programme and financial key performance indicators		✓
Contractor performance management: monitoring of physical progress against project programme and key performance indicators	✓	
Understanding of the principles and application of health & safety regulations e.g., Construction Design and Management regulations		✓
Have a working knowledge of building construction		✓
Technically minded and up to date with current methods of construction and building regulations in particular Part B Wales	✓	
Knowledge of the principles of collaborative working		✓
Ability to write and present reports and contribute to developing policy and procedure		✓
Excellent communication skills both written and verbally	✓	
Full, current, UK driver's license and access to use of personal car insured for business use.	✓	
Ability to deliver accurate and clear communications in writing, face to face or by telephone	✓	
Demonstrate credibility with internal and external customers at all levels.	✓	
Enthusiastic, self-motivated individual with a strong ethos of delivering customer focused services with a "can do "approach to your work	✓	

Ability to communicate in Welsh		✓
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