**Job Description**



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| Job Title | Fire & Building Safety Officer | | | Directorate | | Housing |
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| Post Number | PL260 | | | Division | | Housing Asset Management & Development |
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| Grade | 9 | Salary | £37.938.00 - £40.476.00 | | Section | Fire / Compliance |
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| Reports To | Project Manager (Fire & Building Safety) |

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| **Purpose of the Job** |
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| * To be responsible for Fire & Building Safety within a designated allocation of housing stock, on behalf of Dudley MBC, to ensure the Council and its contractors and consultants, comply with their responsibilities, including the coordination of activities and sharing of information. * To carry out monthly/quarterly building safety inspections on allocated DMBC Low, Medium and High Rise residential buildings to include some supported living sites. * To be responsible for the decision-making, documenting and conducting or commissioning of appropriate on-site Fire Risk assessments / tests prior to all improvement and repair works within housing stock. * To be responsible for the decision making, documenting and any associated on-site assessments concerning the appropriate FRA remediation and repair works within housing stock. * To be responsible for completing all aspects of Fire & Building Safety management from the initial customer inquiries, assessment, remediation and final handover. * To ensure that accurate Fire & Building Safety records are available for non-domestic and domestic premises to minimise the risk of harm to anyone who works on or occupies the building. * To provide a customer led consultancy, advice and guidance service on all Fire safety matters when and where required, ensuring the Council complies with its duty of care and responsibilities under the Regulatory Reform (Fire Safety) 2005 (FSO), Fire Safety Act 2022. * To oversee the management of Licenced FIRAS contractors and analytical consultants/surveyors appointed on behalf of Dudley MBC, ensuring all work methods and Practices are compliant with legislation and current ACoPs. * Your will need to identify fire safety risks in individual dwellings and associated risks including vulnerability, hoarding and sub-letting and ensure appropriate follow up action is taken to mitigate identified risks. You will help compile information on fire safety advice to be provided to tenants and leaseholders, in particular vulnerable residents, and you will work closely with other teams to ensure outcomes of fire risk assessments are implemented. * This role will focus on work in connection with Fire Risk Assessment (FRA) work contractors across the council's housing portfolio. The initial phase of the exercise will be concentrated on high rise blocks/properties i.e. those identified as high risk. Following the FRA safety check the council will be disseminating information to residents to keep them up to date with current safety standards |

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| **Management and Planning**   1. To be responsible for discharging the duties under Fire Safety Act 2022 in non-domestic premises, which includes the common parts of purpose-built blocks of flats), within a designated allocation of housing stock on behalf of Dudley MBC. This includes ensuring that the Council and its contractors and consultants, are competent, and comply with their responsibilities, including the coordination of activities and sharing of information. 2. Responsible for conducting or commissioning appropriate FRA site assessments (Compartmentation / surveys etc.), FRA remediation and final documentary completion for any Dudley MBC sites. 3. To ensure that accurate Fire records / registers are available or disseminated to maximise the Fire & Building Safety to building property or the occupiers of the building. 4. By appointment via a managed software diary system, liaise on-site with inspection officers from other Dudley MBC departments prior to all work which may disturb asbestos and to suitably action and digitally document the appropriate level of inspection required prior to that work. 5. Appointed via a managed software diary system, liaise and consult as a nominated FRA competent person with other Dudley MBC departments, tenants, appointed contractors or others as and when/where required and produce appropriate follow up and reports as necessary. 6. Provide full contractor management ensuring all contracted services operate safely and ensure contractor safety performance is achieved in line with their service level agreement. 7. Provide documentary reports in line with legislation / best practice for FRA incidents and/or in an advisory capacity where necessary. 8. Ensure that all received records of asbestos containing materials are accurate and robust ensuring all commissioned asbestos surveys and assessments are reviewed and are deemed fit for purpose. 9. In accordance with Regulation 4 CAR 2012, ensure that there is an effective Asbestos Management Plan (AMP) in place to manage the asbestos containing materials. In the absence of, or identified deficiencies in existing AMP, create or amended AMP document. 10. To provide advice and reassurance during site visits to tenants, trades, officers and other DMBC departments where required. 11. To assess the condition of existing and communal FRA in line with company policy and procedures and provide documented management and remediation recommendations where necessary 12. Monitor the effectiveness of the routine inspections of FRA in communal areas actioning appropriately where concerns are identified. 13. Assist with the development and maintenance of electronic Fire & Building Safety information management systems to ensure asbestos safety compliance and culture across the Directorate. 14. To assist and actively contribute to tenant and leaseholder consultation on all stock investment matters relating to capital/revenue funded work programmes. 15. To provide project management on specific housing (or other) projects or activities such as scheduled works programmes or planned demolition to ensure objectives are met.   **Operational Activities**   1. Ensure safe systems of work and best practice is applied to licensed FRA work by conducting contractor audits during live programmed work including assessments of full enclosure/site set-up, method statement, compliance to FIRAS regulations, control measure and working practice assessment and general site safety. 2. Ensure suitable controls and procedures for contractor FRA repair are being used and meet the correct removal category as per Policy and Procedures. 3. Develop strong and effective relationships internally and externally and liaise with the relevant teams and stakeholders to resolve asbestos safety queries promptly and comprehensively. 4. To liaise with third parties, contractors, tenants and other parties in planned and reactive situations prioritising actions and site visits based on the risk potential. 5. Undertake compilation and review of FRAs and set out how the identified Fire risk will be prioritised, actioned or managed, and by whom including a specified date for review and arrangements for monitoring. 6. Identify solutions to mitigate on-going maintenance/revenue expenditure where reasonably practicable. 7. Undertake monthly fire compliance 8. Effectively project manage construction or demolition projects and upgrade schemes within housing where required. 9. Provide advice on asbestos safety related matters on “live” construction projects, ensuring clear and concise instructions and solutions are provided to site supervisory staff, strategic partners and their supply chain. 10. Prepare risk assessments identifying the risks of exposure to asbestos and setting out any significant findings. 11. To liaise with CDM dutyholders, agree practical measures that can be put in place to prevent, or reduce, Fire risks 12. Work with any Design and Quantity Surveying Team, providing advice on all asbestos-related matters as required. 13. Identify and evaluate operational or construction methods to determine the most efficient approach to undertaking the proposed works, whilst minimising any asbestos risk, to ensure value for money is achieved. 14. To assist in the implementation of systems involving new asbestos processes that help managers in continual development to meet legal requirements. 15. Manage workload in line with a software diary system that ensures prioritised objectives and work activities allow for unforeseen circumstances, making decisions, minimising disruptions, rescheduling diary appointments where required. 16. To ensure any delegated tasks to administrative staff is executed and followed up accordingly. 17. In line with the lone working process, be able to work independently on site whilst also being part of a multidisciplined team ensuring operational cover and support for colleagues as required. 18. Monthly all sites – Escape lighting ,extinguishers in place , extinguishers clearly visible Is the pressure in ‘stored pressure in extinguishers correct, Fire hydrants visible and access to them, Check all electronic release mechanisms on escape doors work correctly? Do they ‘fail safe’ in the open position ,Check automatic opening doors on escape routes ‘fail safe’ in the open position ,re door seals and self-closing devices in good condition, all internal self-closing re doors work correctly, evacuation chairs (where provided) should be sited in their correct location on a wall bracket and provided with a dust cover, Ensure that the refuge areas are clear. Signs are clear, area has passive fire protection, Check all relevant equipment such as electrical routing lines going from room to room, ensuring the holes are filled in correctly 19. Ensure the effective management and utilisation of external contractors, including scrutiny of their KPIs, auditing onsite performance and holding regular contract meetings in order to develop and agree programmes and working methods. 20. To carry out the role in line the Directorate’s Business Plan and Values Behaviours Framework, continuous improvement and customer focus including assisting the wider organisation in developing asbestos service opportunities outside of the scope of housing. 21. Assist with developing Health & Safety Plans for construction projects concerning asbestos and provide advice and information to the CDM Principal Designer. 22. Ensure compliance with relevant Corporate Health & Safety related Policies and actively encourage safe working practices by making assessments of the work place and environment to reduce risk to employees and the public. 23. Where necessary, explain the Council’s service standards and/or Repairs Policies to customers relating to the prioritisation of repairs and improvements concerning asbestos and perform reassurance visits as necessary. 24. Ensure the correct use of the Council’s vehicles, clothing and identity cards are visible at all times as per the Council Code of Conduct. 25. Any other duties commensurate with the nature of the post. |

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| **Key Accountabilities**   1. To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported. 2. To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner. 3. In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the Directorate. 4. To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies. 5. To comply with the council’s financial regulation and standing orders 6. To actively promote Dudley’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group. 7. Employees must comply with health and safety legislation and will be required to comply with the Council’s Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions. 8. To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use. | |
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| Special Conditions | Due to the nature of the post employees must be in possession of a full UK Driving Licence provide a suitable vehicle to effectively undertake the on-site duties of the role.  This post is subject to the DBS checking process.  Driving licence will be subject to checks with the DVLA. It is a Council requirement to have business use vehicle insurance and a valid MOT certificate (for vehicles over 3 years old) |
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| Car Allowance | Mileage |
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| Prepared By  (Section/Mgr) | Noel Creaton  Reviewed and updated by Steven Ward January 2025 |