

Fire Safety Specialist

Our vision is to create communities where everyone has a safe home in a place where they're proud to live. We're big and we're local. Residents are at the heart of all we do and we use our size to influence positive change in the areas where we operate.

It's also about living our values which are at the **HEART** of what we do. All colleagues are expected to demonstrate a commitment to our values through their behaviours, actions, and words on a daily basis. As a valued member of the Southern Housing Team, you'll embrace our Values to inspire others as well as yourself to be

- **H**onest
- **E**fficient
- **A**ccountable
- **R**espectful
- **T**rusted

You'll demonstrate our HEART values in your behaviours. You'll:

- Be authentic, open, and transparent in your actions and words.
- Believe that by working together we accomplish more, and work hard every day to improve services, efficiency, and value for money.
- Take responsibility for delivering excellence and own your own actions.
- Embrace difference, and put our residents, colleagues and our partners at the heart of all you do.
- Do what you say you will and be relied upon to keep your promises.

And, of course, show commitment to our approach to Equality Diversity & Inclusion, Health & Safety, Compliance and Code of Conduct policies and practices within Southern Housing.

The role

Ensuring that all Southern Housing's owned and managed properties are maintained to the highest possible fire safety standards, and that all fire safety policy outcomes, statutory and regulatory requirements are met.

Establishing and promoting good working relationships across the organisation and with external partners.

Providing fire specialist advice, delivering key fire safety activities and being a subject matter expert for fire safety.

The location

You'll have a base at one of our main offices in either Farringdon, Hastings or Sittingbourne, but it's expected that you will spend time visiting the portfolio. You will also have the option for working in a hybrid way when appropriate and as agreed with your manager.

What you'll be doing:

- Provide robust contract management for all relevant fire safety partnerships and services, including FRS Primary Authority Partnership and Evacuation Management.
- Liaise with the Fire Authorities and ensure Notice of Deficiencies actions are completed within set time scales
- Proactively work to prevent Enforcement Action
- Ensure a robust ongoing validation process for external Fire Risk Assessments is implemented and undertaken.
- Translate Fire Risk Assessments into a suitable format for residents. Avoiding jargon and explaining the level of risk associated.
- Investigate fire incidents, report findings and recommendations
- Person Centred Fire Risk Assessments and Personal Emergency Evacuation Plans training, oversight, advice and audit
- Supporting fire door checks in accordance with the Fire Safety (England) Regulations 2022
- Provide technical support and assistance with high rise Building Safety Cases
- Provide fire safety advice and oversight during the soft landings process and new build handovers
- Review Fire Strategies and challenge where applicable.
- Live construction visits and inspections, offering advice and guidance to PMs, CMs and CoWs
- Ensure completion of Regulation 38 pack and securely held on file
- Assist with the compilation of the annual Fire Safety Instruction mail out to all residents
- Provide advice to other staff, both technical and non-technical, on fire safety related matters.
- Ensure complaints are dealt with effectively and promote high customer service standards
- Audit schemes to ensure fire safety standards and documentation is in place. Report audit and monitor agreed audit actions
- Advise residents on fire safety in their own home and at resident forums.
- Ensure adequate training plans are in place and completed in accordance with the management plan.
- Provide training to staff and contractors.
- Contribute to the creation of fire safety policies, management plans and procedures

What you'll need:

Knowledge

- A track record of successfully carrying out fire safety assessments including complex buildings.
- Previous fire safety or building surveying experience within the housing sector

- Demonstrable experience of managing external service providers to ensure service requirements are delivered
- Experience of maintaining and analysing stock data within the asset database
- Experience of producing statistical and performance reports and work programmes from an asset database
- Experience of working in a customer focused service
- Knowledge and experience of working in partnership with internal and external stakeholders to deliver improved services and performance.

Skills

- Strong interpersonal skills with the ability to build relationships with stakeholders at all levels.
- Ability to work independently and as part of a team.
- Strong project management skills with the ability to manage multiple projects simultaneously.
- Ability to think creatively and strategically.
- Solution focused, ability to create innovative solutions.
- Strong negotiating and influencing skills, be persuasive and diplomatic while remaining independent.
- Organised and methodical approach to work

Abilities

- Experience of driving cultural change.
- Strong organisation and prioritising ability
- Can empathise with customers and listen carefully.
- Able to analyse data and other information.
- Able to work with minimal supervision and confident using own initiative.
- Able to manage workload and prioritise tasks.
- Self-motivated with high energy and enthusiasm
- Pragmatic, creative approach to problem solving, can quickly identify and evaluate problems to reach a solution.
- Able to manage a flexible and demanding workload to meet agreed targets and deadlines.