



ClwydAlyn

JOB DESCRIPTION

| | |
|-------------------------|--|
| Job Title: | Lead Compliance Officer – Fire Safety |
| Department: | Compliance and Building Management |
| Responsible to: | Principal Compliance Manager |
| Responsible for: | Undertaking Fire Risk Assessments, consult on fire safety strategy issues and practices, liaise with the local Fire Services and other statutory bodies on fire incidents and maintain the groups fire compliance throughout its stock. Team leadership within the Compliance Team to provide Safe, Affordable and Well-Maintained homes to ClwydAlyn residents and its clients. |
| Qualifications: | Experience of a minimum of three years undertaking Fire Risk Assessments; is fully conversant with compliance and practical application of the Regulatory Reform (Fire Safety) Order 2005, related legislation; IFE or XACT Level 4 Diploma in fire science & safety or NEBOSH qualification in fire safety and risk management, or similar |
| | Membership – IFE / IFSM or working towards and CPD at 35 hours per annum minimum |

1. 1. **Scope of Role**

- 1.1 To assist the Compliance team to achieve a Safe Homes standard including achieving all legal compliance, specifically in respect to Fire Safety and to support the Principal Compliance Manager in ensuring ClwydAlyn Homes are safe to live in.
- 1.2 To facilitate personal development. Clwyd Alyn operates and encourages staff to undertake continuous professional development. This position requires a minimum of 35 hours recorded per year (IFireE requirement)
- 1.3 To support the Principal Compliance Manager and others responsible for fire safety concerning the appropriate standard of fire precautions in areas under their control.
- 1.4 Have responsibility for providing assurance of compliance with the Regulatory Reform (Fire Safety) Order 2005 for both domestic and commercial environments, Fire Safety Act 2021, PAS 79, BS9999, Building Safety Regime as a Responsible Person, Building Regulations part B, Means of Escape, and associated Fire Safety Legislation
- 1.5 To audit fire safety provision in all ClwydAlyn premises and those used by the association in conducting its business, advising, and actioning where necessary, any remedial actions.
- 1.6 To implement best practice fire safety guidance to satisfy audit requirements and promote fire prevention to all levels within the group and where necessary enforce the group policies and fire regulations as required.

- 1.7 Assist in the development and maintaining of effective fire prevention strategies, technical briefs and policies
- 1.8 To issue information to the association on legislation affecting fire precautions, fire hazards and preventative measures against fire risks including provision of supporting advice on implementation issues.
- 1.9 To provide line management obligations for the Compliance Co-ordinators – Fire Safety
- 1.10 To undertake periodic inspections of the groups identified high risk properties in relation to proficient fire safety including the full management and completion of Fire Risk Assessments (FRA) in accordance with the Regulatory Reform (Fire Safety) Order 2005. To do this you will have experience of undertaking FRA's and be a registered FRA assessor with a recognised fire safety institute at Member level. (MFireE) or similar, or working towards full membership
- 1.11 To have relevant proven experience in the overseeing the routine inspection and maintenance of firefighting equipment, fire detection and warning alarm systems, fire warning signs and notices and all means of escape in case of fire. Monitoring the effective performance of fire alarms and automatic fire detection equipment. An understanding of service schedules for all monitoring and firefighting equipment, as per SFG20 or British Standards Institute.
- 1.12 To ensure the groups fire compliance data is accurate including the monitoring and reporting in accordance with the groups Key Performance requirement and assist in the undertaking of any internal or external audit as required.
- 1.13 To receive, follow up and investigate reports of fire incidents to determine – in conjunction with Fire Service - their cause; make and arrange appropriate improvements and preventative measures.
- 1.14 To understand and advise as required on the fire element within the Housing Health and Safety Rating System for Domestic Properties
- 1.15 To monitor and be responsible for the completion of minor maintenance work in relation to the communal fire warning systems and alarms and emergency lights such as re-fixing, renewing of correct fire prevention signage and replacement of damage call point glass – with assistance from Asset Co-ordinators (Fire Safety).
- 1.16 To communicate with tenants, leasehold residents, external agencies, and colleagues in relation to fire related risks identified on site, together with advising on the prevention, protective measures, and evacuation procedures in the event of fire.
- 1.17 To ensure any handover of property from Development colleagues meets all current fire regulation and fire precautions necessary within building control including the challenge and refusal of handover if requirements are not met.
- 1.18 Prepare reports and provide advice on aspects of fire safety, prevention, protection and infringements of legislation, good practice and Group's policies and procedures to the Principal Compliance Manager and other colleagues as directed including presenting up to board level.
- 1.19 To contribute and support business continuity and crisis management in relation to fire related issues.
- 1.20 To facilitate personal development, ClwydAlyn operates and encourages staff to undertake continuous professional development. This position requires a minimum of 35 hours recorded per year. (IFireE requirement)
- 1.21 To monitor and instruct nominated Fire Safety Contractors and Building Contractors to carry out repairs and rectification works on fire safety systems and ensure such works have been carried out satisfactory in accordance with Group standard and current legislation and within agreed time scales. To do this you will have the relevant proven experience in a similar role

2. Managing Others

- 2.1 The postholder will be responsible for Management of a team in the Compliance department including full control line managing, supervising, instructing and motivating the employees on a day to day basis, as well as Contractors and/or Consultants engaged in the course of duties of the post. To do this you will have the relevant proven experience of managing people in a similar role.
- 2.2 The postholder will be responsible for being one of several specialist senior officers designated as a “contact person” as a point of Tier 2 escalation under Groups on call policy for resolving queries or authorising / escalating emergency action if contacted by the “emergency out of hours” reactive repair service agency or by on call staff.

3. Working with Others

- 3.1 The postholder will liaise with residents and stakeholders affected by any sectional or specialist activities, ensuring always that a high standard of customer care and consultation is maintained.
- 3.2 Working within a team environment, it is expected that the postholder has a thorough understanding and experience of team working including with external business partners to ClwydAlyn and working with staff and personnel from diverse disciplines.
- 3.3 Provide technical / strategic advice and guidance to staff and partners of ClwydAlyn.

4. Problem Solving / Decision Making / Innovation

- 4.1 The postholder is expected to work within defined frameworks, both internal and external to ClwydAlyn and solve complex and potentially unpredictable technical problems within existing broad procedure and policy direction. Analyse scenarios which may require a further review of existing, or implementation of new policies and procedures which may impact others.
- 4.2 The postholder will be required to resolve residents and client’s requirements and priority conflicts and ensure that resident and clients’ liaison is functioning effectively.
- 4.3 The postholder will be responsible for appropriate response to complaints received regarding the scope of services delivered by this role and the investigation and resolution in line with ClwydAlyn complaints process.
- 4.4 The postholder is expected to review, decide, and instruct as appropriate for the day to day decision faced as a manager of staff in line with ClwydAlyn processes.
- 4.5 The postholder is expected to understand any lessons learnt, good or bad, and to feed back to managers and their team members to facilitate personal and group learning.
- 4.6 The postholder is expected to promote the business plans and culture via the decision-making process.
- 4.7 To reactively agree and approve emergency works outside of any program to keep in a good state of repair fire safety measures in ClwydAlyn stock.

5. Budgets & Cash Handling

- 5.1 To approve all relevant invoices up to the authorised value limit of £10K whilst ensuring the Groups financial procedures are adhered to.

- 5.2 To Ensure all works undertaken by internal and external contractors are value for money, whilst not undermining customer satisfaction levels.

6. Unsocial Conditions / Special Circumstances

- 6.1 A flexible approach to the role is to be adopted which may include occasional evening and weekend working together with periodical meetings out of the area of operations which may require out of hours travelling and occasional overnight stay.
- 6.2 To keep up to date with developments in the relevant fields of work through attendance on courses, seminars, and conferences, as appropriate, sharing your learnings with the team.

7. Group Core Responsibilities

- 7.1 To live by and actively promote ClwydAlyn's values at all times, Hope, Kindness and Trust.
- 7.2 To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- 7.3 To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across ClwydAlyn.
- 7.4 To comply with the ClwydAlyn Risk Management Strategy, identifying and mitigating against risk.
- 7.5 To be responsible for the application of Equality and Diversity practices in accordance with policy and procedures within daily operations.
- 7.6 To comply with Standing Orders, Policy and Procedures and to make know to relevant Managers any areas which are not adequately covered.
- 7.7 To perform any other reasonable task as determined by the Manager, Executive Director, Chief Executive Officer or Board of Management.