



**Lead Compliance Officer – Fire Safety**  
**St Asaph and Home**  
**37 hours per week, permanent**  
**£40,315 per annum, pro rata**

At ClwydAlyn we put people at the heart of our business.

We are on an exciting journey which will see us continue to implement a new business plan focused on tackling poverty across North Wales where we provide our homes and services. Everything we do is based on our values of Trust, Kindness and Hope.

Are you looking to develop your career within Compliance Delivery with a forward-thinking and dynamic team?

If so, we are looking for a Lead Compliance Officer (Fire Safety) to work within our Compliance Management Team. We are on the lookout for a passionate, hands-on and proactive individual with strong decision-making abilities, knowledge of building maintenance, carrying out Fire Risk Assessments and dealing with customers. The ability to deliver is key to this position. Our aim is to provide good-quality, safe homes that people want to live in. In addition to a great team and inspirational working environment, we are offering a competitive salary and flexible working options.

The Compliance Team is integral to the operation of ClwydAlyn's day to day activities and is a fast-paced but supportive environment. We are responsible for supporting all other aspects of the company, managing a significant budget, and representing Value for Money to ensure ClwydAlyn is fully compliant.

So, if you're looking for the challenge of a new role and feel you have what it takes, we'd love to talk to you.

**Main responsibilities of the role...**

- To undertake periodic inspections of the ClwydAlyn buildings in relation to proficient fire safety including the full management and completion of Fire Risk Assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005
- 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
- To provide line management obligations for the Asset Co-ordinators – Fire Safety
- Have responsibility for providing assurance of compliance with the Regulatory Reform (Fire Safety) Order 2005, Building Regulations, and associated Fire Safety Legislation



- To be the focal point for fire safety advice and guidance and promote fire prevention to all levels within the group and where necessary enforce the group policies and fire regulations as required

### What the role requires...

- Experience of undertaking Fire Risk Assessments
- To be fully conversant with compliance and practical application of the Regulatory Reform (Fire Safety) Order 2005 and related legislation
- 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)

### Why work with ClwydAlyn?

At ClwydAlyn, we offer a great benefits package including membership of pension scheme with employer matched contributions to 8%, cycle to work scheme, eye care vouchers, 25 days annual leave increasing to 30 days with service, life assurance, EAP programme, as well as a comprehensive training package all in a values-based organisation with a great culture!

This role has a flexible approach to location, with a blend of working from home, from our schemes and undertaking site visits.

We are an agile and family friendly employer that provides flexibility and choice in where and how our staff want to work to enable everyone to achieve this balance, whilst supporting their family and home commitments. We are very 'Happy to Talk Flexible Working' and are a member of the organisation Working Families. We recognise the value to us and our staff of exploring how a role can be delivered in the most flexible way.

**For this role you will require an Enhanced DBS check, which we pay for.**

**A small company van or car will be provided due to the extent of mileage involved with the post.**

**To apply please email [PeopleTeam@clwydalyn.co.uk](mailto:PeopleTeam@clwydalyn.co.uk) explaining why you want the role, what you can bring to it and attach a copy of your CV. If you would like a chat about the role then please give Chris Roberts (Principal Asset Manager) a ring on 07796 275864.**

**The closing date for applications is 26<sup>th</sup> June 2022.**