L&Q Group

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role title** | **Fire Safety Advisor** | | | | | | | **Date** | | June 2018 | |
| **Reports to Title** | **Head of Fire Safety** | | | | | | | **Version** | | 3 | |
| **DBS Disclosure Required:** | **Yes** |  | **No** | **X** | **Standard** |  | **Enhanced** |  | **Enhanced +** | |  |
| **Responsibility for End Results** | | | | | | | | | | | |
| Purpose The role will be responsible for setting and corporately overseeing the fire safety arrangements that apply to L&Q, and providing expert technical fire safety advice for new development projects and within the residential areas of our properties. | | | | | | | | | | | |
| **Key Responsibilities / Deliverables:** | | | | | | | | | | | |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. | | | | | | | | | | | ***Time***  ***(%)*** |
| 1. Leadership & management including customer service/values  * Provide a competent support and advice service on all matters concerning fire safety to frontline staff, other health and safety roles within the business and senior management by sharing knowledge and understanding of applicable legislation, internal policy and sector best practice. * Promote a positive fire safety culture throughout the organisation by leading by example, delivering passionate customer service and playing a proactive role in the identification and remediation of issues as they arise. | | | | | | | | | | | 20 |
| 1. Strategy/achieving objectives  * Deliver objectives as set out in the annual health and safety delivery plan, and contribute to the development of L&Qs PAS7 Fire Risk Management System. * Deliver a programme of audits across the organisation to monitor compliance. * Oversee fire safety works undertaken by other teams to ensure progress is being made against our strategy * Contribute to the development and review of fire safety documentation to support managers and employees through the provision of up to date forms and guidance for the management of fire safety. * Assist operational delivery teams developing and implementing suitable procedures and producing standards, guidance, information, checklists to allow L&Q to comply with the Regulatory Reform (Fire Safety) Order 2005 and health and safety legislation and guidance. * Promote good fire safety practices throughout L&Q and for ensuring the effective day to day advice of fire safety management. | | | | | | | | | | | 20 |
| 1. Working with others – internal  * Improve fire safety performance by developing the knowledge and expertise of all employees within the business and its subsidiaries. * Review, design, develop and deliver fire safety training across L&Q. * Work in collaboration with operational teams to maximise fire safety compliance. * Assist operational teams in developing procedures to deliver the requirements of the fire safety policy/PAS7 fire risk management system. * Attend meetings and forums where directed to represent the Fire Safety team and contribute to the progression of fire safety management across the business. * Promote the activities of the fire safety function across the business and to our residents utilising campaigns, news articles, case studies etc. | | | | | | | | | | | 20 |
| 1. Working with others – external  * Lead liaison with fire enforcing authorities on behalf of L&Q attending meetings, site visits as required. | | | | | | | | | | | 5 |
| 1. Budgetary responsibility  * Support the Group H,S&W Team to deliver financial strength in all activities. | | | | | | | | | | | 5 |
| 1. Compliance  * Participate in compliance monitoring to ensure that frontline arrangements are compliant and effective against legislative, regulatory and policy requirements. * Obtain progress updates on fire project delivery and plan meetings as required to challenge poor performance * Review all works undertaken by operational teams prior to signing off enforcement notices. * Assist with the production of monthly performance monitoring reports. | | | | | | | | | | | 15 |
| 1. Records & systems  * Produce reports on fire safety as required incorporating statistical analysis and narrative to enable Board and Executive Group reports to be compiled. * Investigate fire incidents where necessary, and ensure that remedial action is identified, reported and implemented to prevent a re-occurrence. * Keep up to date with all relevant fire safety policy and best practice updates and ensure that corporate health and safety documentation is correct and in line with current legislation. | | | | | | | | | | | 15 |
| 1. Risks  * Manage all risks associated with the role. | | | | | | | | | | | 5 |

|  |  |  |
| --- | --- | --- |
| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | |
| NA | | |
| **People Responsibility:**  Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities | | |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications. |
| * NEBOSH Fire Certificate (or equivalent) – **Essential** |
| * Demonstrable relevant fire safety experience gained within a multi-site, public facing environment – **Essential** |
| * Positive and collaborative approach to service delivery. Excellence in customer service. **Essential** |
| * Financial and commercial acumen – **Essential** |
| * Excellent written and verbal communications and influencing skills, with demonstrable experience delivering fire safety training - **Essential.** |
| * Analytical approach to work with strong organisational skills. – **Essential** |
| * Demonstrable CDM advisory experience gained within a construction / housing environment – **Ideal** |
| * Membership with IFSM, IFPO or IFE - **Ideal** |

|  |
| --- |
| **L&Q Values** |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. |
| **People** |
| * We care about the happiness and wellbeing of our customers and employees |
| **Passion** |
| * We approach everything with energy, drive, determination and enthusiasm |
| **Inclusion** |
| * We draw strength from our differences and work collaboratively |
| **Responsibility** |
| * We own problems and deliver effective, lasting solutions |
| **Impact** |
| * We measure what we do by the difference we make |
| **Other** |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks |