

Job Description

Job Title:	Senior Fire Safety & Compliance Business Partner
Reporting To:	Head of Property
Based:	Head Office, Wirral
Salary:	Fixed Term until April 2026
Hours:	35 hours a week

Purpose

To manage and lead the fire safety, general health & safety and building compliance governance of Alpha's developments and to provide advice and support to Alpha's Board members and colleagues on statutory and good practice compliance.

To help establish and deliver new processes to ensure buildings are managed effectively and provide a safe, secure and comfortable living environment for all residents. As an emerging building safety framework arises from the Hackett review, the role will ensure that our customers are safe, and we are meeting our obligations as a Landlord.

Activities and Responsibilities

- To support and implement processes that map and track all elements of property compliance across all of Alpha's portfolio
- Managing and monitoring of compliance servicing programme within Alpha's buildings in relation to fire safety of assets and other compliance areas for the regulatory compliance in relation to servicing and maintaining safe operation for all disciplines:
 - Asbestos
 - Automatic Doors and gates
 - Electrical safety (EICRs and PAT testing)
 - Fire Safety
 - Gas boilers (communal)
 - Lifts (passenger and stair lifts)
 - Water hygiene systems (legionella)

- Management of contracts in relation to property compliance areas including contract management performance meetings.
- Budget management of compliance contracts including value for money monitoring and identifying savings for residents service chargeable contracts
- To utilise systems to ensure that compliance of premises is known and any defects, non-conformities or overdue actions are escalated as required
- To provide 'competent person' advice to colleagues on all issues associated with fire safety and property compliance
- Designated 'responsible person' in liaising with external stakeholders such as Fire Service in matters relating the building compliance, joint building safety inspections, stakeholder queries or incident response.
- Support the Head of Property and the Senior Leadership Team in providing evidence for investigation, inspections and reporting to Board.
- Manage and maintain documented evidence of fire risk assessments including the discharging of actions and revision of legislation and compliance checks.
- Carry out and report on audits relating to property compliance (test assurance)
- Undertaking administration duties to ensure that all statutory registers, tests and through examination certificates, records and all reports are present and maintained
- Liaising with the Senior Leadership Team regarding company policy, site procedures and any other HSE matters
- To visit developments to support managers with understanding their obligations in relation to fire safety and property compliance
- Help develop and deliver health & safety awareness training courses where appropriate
- To promote building safety and the safety of our residents, leading in the development and implementation of a resident engagement strategy that includes the dissemination of information, education, arranging fire safety awareness training and ensuring that residents are aware of and meeting their obligations
- Work on development projects to ensure that a building is fit and safe for occupation on completion and that additional work after building control sign-off isn't required. Ensure that any non-compliances with the approved

method of meeting the building regulations are agreed before these are included in any building design

- Use of innovation in identifying solutions to ensuring robust compliance across all areas of building safety. This isn't specific to just equipment but also system implementation, and more suitable processes and procedures
- Awareness and understanding of who lives in the building by utilising PEEP/PCFRA to inform decision that are being made regarding maintenance, improvements or any legislative changes to the building
- To keep abreast of changes to the operating and legislative environment and be required to be flexible with requirements to adapt to any changes

This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. The post holder is expected to carry out other duties from time to time, which are broadly consistent with building compliance and / or in line with legislative changes. It will be reviewed periodically to take into account changes and developments in service delivery. Any Changes will be discussed fully with the job holder.

Our Values

Our recruitment process takes account of our values. We are a kind and thoughtful organisation which aims to help older people live independently for longer. Your application should demonstrate your commitment to these values.

Our organisational values are: -

Bold & Brave

We create a space for belonging and inspire our residents, colleagues and customers to be the best possible version of themselves, to make bold choices, grow, learn and excel.

Compassionate

We put the person at the heart of everything we do and celebrate the diversity of our residents, colleagues and customers. We don't just say we care; our actions show we care.

Honest

We are open and honest; we value and respect each other's opinions and thoughts. We are inclusive in our interactions and encourage others to be the same.

Positive

We are inclusive in our approach, we are resilient and focused on delivering the best possible outcomes for our residents, colleagues and customers.

Person specification

Role: **Senior Fire Safety & Compliance Business Partner**

	Essential	Desirable	Method of Assessment (see list below)
Education and Qualifications			
IFE (at least Technician Grade) or IFSM (at least Associate Grade) or equivalent	X		AF
Evidence of Continuous Professional Development	X		AF, I
Experience			
Extensive experience of working in a housing, construction or asset management environment	X		AF, I
Understanding of the building regulations and applicable legislation and regulations that apply to occupied buildings, in particular, the fire reform order, gas regulations and the control of asbestos regulations	X		AF, I
Experience of reviewing fire risk assessments and discharging of actions	X		AF, I
Experience of collecting, maintaining, auditing and reporting information for all statutory compliance areas	X		AF, I
Experience of working in the field of independent living		X	AF, I
Proven experience of delivering excellent customer service	X		AF, I
Experience of managing external contractors		X	AF, I

Skills, knowledge and ability			
Ability to problem solve and act as an advocate for customers	X		AF, I
Ability to plan ahead, plan resources, organise & prioritise work under pressure	X		AF, I
Ability to manage working relationships at multiple levels	X		AF, I
Able to communicate complex or sensitive issues to a wide range of customers in a clear and concise manner	X		AF, I
Proven ability to work independently and use own initiative in challenging situations	X		AF, I
IT literate	X		AF, T
Personal characteristics			
Ability to take responsibility of own training & self-development	X		AF, I
Willingness and proven ability to work flexibly and adapt to the service, giving consideration to the needs of vulnerable customers	X		AF, I
Committed to equality and diversity	X		AF, I
Other			
Must hold a full UK driving License and have access to own car	X		AF

AF = Application form

I = Interview

T = Testing