

## Job Description

<b>Job Title:</b>	Fire Safety & Compliance Manager
<b>Directorate:</b>	Assets and Property Services
<b>Department:</b>	Health, Safety and Compliance
<b>Location:</b>	Rising Sun Industrial Estate, Blaina, NP13 3JW
<b>Reports To</b>	Health, Safety and Compliance Manager
<b>Date Agreed:</b>	March 2025

## Job Purpose

- Member of the Health, Safety and Compliance Team within the Assets and Property Services Directorate, supporting the Health, Safety and Compliance Manager in oversight and delivery of the Service.
- Lead and ensure the delivery of workplace health and Safety training and projects through effective management, partnership working, contract and project controls.
- Leadership and management of a customer-focused Health, Safety and Compliance Team, ensuring a collaborative approach with colleagues across the business to maximise outcomes and achieve value for money.
- Assist the Health, Safety and Compliance Manager, in line with Tai Calon's governance requirements, to report and control forecast and profile spending for annual budgets.
- Support our colleagues to deliver Tai Calon's five-year Corporate Plan in-line with the Health and Safety Policy and Procedures.

## Values

Our Values, which support our Vision, Mission, and Aims, are CALON. These values are vital to our work as an organisation and are encouraged as our culture and way of working.

**C – Creativity:** We want people to think differently, challenge processes where they can see improvement, and take risks.

**A – Authentic:** We want people to be themselves and be open, honest and trustworthy, and act with integrity.

**L – Learning:** We want people to understand the importance of learning as an ongoing approach to success in their roles.

**O – Ownership:** We want people to take ownership of work and actions by being accountable to themselves and others, which includes learning from mistakes and trying new things.

**N – “Not on your own”:** We are one team, working collaboratively and together, with care, empathy, and consideration. We cannot do our jobs without each other.

## Core Responsibilities

- To act as a subject matter expert taking the lead role in developing and ensuring compliance with Fire Safety, Legionella etc. and related procedures.
- Oversee and deliver planned and reactive compliance tasks to ensure that Tai Calon maintains health and safety compliance across the organisation.
- Monitor changes in legislation and guidance and the requirements of regulatory and enforcement agencies in health and safety. Advise the Health, Safety and Compliance Manager and other managers as required, of the implications of changes for Tai Calon.
- Assist in the development and review of policies and procedures to timescale. Ensure they all have a comprehensive implementation plan, including promotions, training, e-learning, and monitoring on relevant systems.
- Provide and ensure the team provide, timely and high-quality advice to the wider organisation on health and safety issues which meets all regulatory, legislative, and contractual obligations.
- Carry out, robust investigations, reviews and monitoring against health and safety standards in both a planned and reactive manner.
- Ensure any actions arising from audits, investigations, reviews, and monitoring are followed up to completion.
- Facilitate and encourage engagement with relevant health and safety activities across the organisation through briefings, presentation, training and eLearning etc.

- Work proactively with colleagues across the business to manage risks, minimise Health and Safety incidents, and ensure that lessons learnt are fully and properly embedded.
- Ensure effective contract and project management systems are in place, including maintaining a robust set of standard contract documentation.
- In line with the health and safety strategy, assist the Health, Safety and Compliance Manager in formulating evidence-based programmes, projects, activities, budgets, and financial and communication plans.
- Work in partnership with colleagues, tenants, and residents to improve local service delivery within communities and ensure that the service meets individual and community needs.
- Work closely with the centralised procurement team to ensure effective procurement of work programmes.
- Ensure that Tai Calon acts appropriately and responsibly and meets all legal obligations and service standards for planning and delivery activities.
- Note: The duties and responsibilities may vary without changing the general character of the duties or level of responsibilities entailed. The post holder is, therefore, expected to undertake such other duties as may be requested, provided the general character of the duties or level of responsibility does not change.

## Other Responsibilities

### Line Management

- This role has line management responsibilities.

### People and Management

- Responsible for ensuring and promoting that all appropriate regulations are being observed at where works are being carried out (e.g. development sites) and that safe methods or work are in operation for optimum safety.
- Demonstrate strong leadership and uphold Tai Calon's Values, providing motivation and direction.
- Empower and give delegated authority, where appropriate, to employees at all levels.
- Always promote excellent customer service by employees.

- Ensure employees undertake mandatory/technical training and encourage further employee development through training, coaching, mentoring and other methods.
- Promote a culture of innovation, joint working, employee involvement and positive problem-solving across the Department.
- Make clear decisions and communicate effectively and openly across all levels of employees.

## **Performance**

- Monitor and deliver service standards and performance targets for the Compliance Team, evidencing outcomes and achievements, and take action to address poor performance where appropriate.
- Ensure all professional consultants and contractors working on behalf of Tai Calon are effectively managed.
- Ensure the Health, Safety and Compliance Team have clear procedures and a strong compliance and internal controls framework.
- Promote a culture of continuous improvement and learning from good practice, customer feedback and complaints.
- Promote a culture of customer excellence and ensure that tenants and residents have a range of opportunities to be genuinely involved and make a difference in policy development and service delivery.
- Produce regular reports, including performance reports for the Health, Safety and Compliance Manager, Executive Management, tenants, and the Board or committees as required.

## **Financial Management**

- Prepare, monitor, and control revenue and capital budgets and external contract programmes, including appraising contract options and reviewing briefs, specifications and tender documents.
- Manage all allocated cost centres within approved budgets and in compliance with agreed procedures.
- Contribute to producing accurate monthly management accounts and ensure robust, transparent budgetary control.
- Ensure that all tendering and contractual arrangements comply with Tai Calon's Financial Regulations, contract procedures and statutory requirements.

## Organisational Responsibilities

- Develop and monitor customer-focused outcome measures to ensure continuous improvement in customer satisfaction.
- Demonstrate the highest personal standards of integrity and conduct consistent with the vision, mission, and values.
- Strive to develop trust across the teams through meaningful engagement and two-way communications.
- Manage the development of well-trained, motivated, and professional teams capable of delivering high-quality, customer-focused services.
- Implement and maintain effective and efficient processes and procedures that add value to the customer experience.
- Provide high standards of people leadership, developing an engaged, motivated, and productive workforce, including resourcing, talent management, succession planning, performance management and employee engagement strategies.

## Work Environment

### Environment

- Extensive use of computers throughout the day.

### Working Location

- The role is based at Solis One, Blaina, with the ability to work in a hybrid way where agreed.

## Organisational Responsibilities

- Represent Tai Calon in a professional manner at all times.
- Ensure that all Tai Calon policies and procedures are adhered to.
- Comply with the Organisation's Health and Safety Policies and Procedures.
- Understand and demonstrate the principles of confidentiality.
- Observe and continually promote Tai Calon's Equality, Diversity and Inclusion Policy.
- To promote and continually work to Tai Calon's values.

Essential	Desirable	PERSON SPECIFICATION  Job Title: Fire Safety and Compliance Manager	How Assessed		
			Application Form	Interview	Practical
1. Qualifications					
	✓	Educated to Level 6 of the National Qualification Framework for England, Wales and Northern Ireland in Building Constructions / Surveying / Building Regulations	✓		
✓		Level 4 Diploma in Fire Safety or Equivalent	✓		
✓		Associate or Member of the Institute of Fire Safety Managers (MIFSM)	✓		
	✓	NEBOSH General Certificate in Occupational Health and Safety or willing to work towards	✓	✓	
2. Knowledge					
✓		In-depth understanding of health and safety legislation, Approved Code of Practice (ACOP) and guidance and its practical application.	✓	✓	
✓		Knowledge of leasehold requirements, engagement, consultations	✓	✓	
	✓	Knowledge of the social housing sector in Wales	✓	✓	
	✓	Understanding of related Welsh government initiatives for housing	✓	✓	
3. Experience					
✓		Previous experience in management within a similar environment and responsibility for the delivery of elements of fire safety and compliance.	✓	✓	
✓		Experience in developing and delivering compliance programmes and projects to include improvements, cyclical, planned and/or development activities.	✓	✓	
✓		Experience of procurement processes and procedures and contract management	✓	✓	
✓		People management experience with proven ability to motivate and achieve good performance.	✓	✓	

Essential	Desirable	<b>PERSON SPECIFICATION</b>  <b>Job Title:</b> Fire Safety and Compliance Manager	How Assessed		
			Application Form	Interview	Practical
✓		Experience in the development and delivery of training programmes	✓	✓	
✓		Experience in legal compliance and risk management in health and safety	✓	✓	
	✓	Experience of the Housing Association Sector	✓	✓	
<b>4. Skills</b>					
✓		Be able to demonstrate excellent written and verbal communication skills	✓	✓	
✓		Excellent people skills, very personable and able to develop good working relationships		✓	
✓		Be able to network confidently and establish relationships with key stakeholders	✓	✓	
✓		Ability to analyse data and statistical information and use it to inform decision-making	✓	✓	
✓		Able to work independently and function as part of a team		✓	
✓		Excellent numeracy and analytical skills		✓	✓
✓		Organised, adaptable and able to deal with conflicting priorities and busy workload		✓	
✓		IT skills with the ability to interrogate and analyse data utilising a range of specialist Asset management software packages, Housing Management mainframe applications and generic Microsoft Office software	✓	✓	✓
✓		Project Management Skills and can confidently make informed decisions and recommendations.	✓	✓	
✓		The skills, understanding, and motivation to help develop and progress Tai Calon's equality strategy within the health and safety service and through related services and contracts.	✓	✓	
✓		High-level communication skills, including the ability to present to a range of audiences and produce written reports to Directors and the Board of Management		✓	

Essential	Desirable	<b>PERSON SPECIFICATION</b>  <b>Job Title:</b> Fire Safety and Compliance Manager	How Assessed		
			Application Form	Interview	Practical
✓		Strong motivational and management skills, understanding and ability to implement relevant human resource strategies and policies	✓	✓	
	✓	Welsh Language Skills	✓		
<b>5. Attributes</b>					
✓		Tenant and customer-focused	✓	✓	
✓		Demonstrates integrity and support for organisational values	✓	✓	
✓		Resilient and committed to ongoing personal development and the development of others	✓		
✓		A self-starter, driven, motivated and enthusiastic		✓	
✓		Open to change and demonstrate a positive, solution-focused attitude		✓	
✓		Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions		✓	
✓		Maintaining Continual Professional Development (CPD)	✓	✓	
✓		Flexible and willing to work outside of normal working hours	✓		
<b>6. Other</b>					
	✓	Will need to be able to travel as part of the job, in a timely manner	✓		
✓		Requires Disclosure and Barring Service (DBS) check			