**Job Profile Information: Fire Safety Contract Manager**

**This supplementary information for Fire Safety Contract Manager is for guidance and must be used in conjunction with the Job Capsule for Place; Job Family Buildings and Structures; Job Level 4 Zone 2.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To lead the commissioning of works arising from Fire Risk Assessments and follow up recommendations, making sure works are delivered to the required standard. To work closely with Fire Safety Advisors on the commissioning and delivery of Fire Risk Assessments. In addition, the role involves working with all stakeholders within and outside the Council to ensure that best practice is implemented and the profile of fire safety is raised.

**Example outcomes or objectives that this role will deliver:**

* Working as part of the Fire Safety Team to make sure that Camden complies with its legal obligations as a landlord in relation to the Regulatory Reform (Fire Safety) Order 2005
* Commissioning planned capital works and reactive repairs relating to fire safety
* Maximisation of Residents safety in relation to fire by ensuring; any fire risks are identified and attended to promptly
* Work with the Fire Safety Advisors to review Fire Risk Assessments and prioritising recommended actions within timescales
* Training housing and estate services staff of fire safety best practice and responsibilities; guiding and informing residents
* Ensuring all stakeholders including contractors and stakeholders are aware of the requirements of the Regulatory Reform Order (Fire Safety) and their responsibilities in this regard

**People Management Responsibilities:**

None

**Relationships:**

The post holder will be required to work with contractors, housing management, estate services, the London Fire Brigade, residents and their representatives on a regular basis. They will be required to visit Camden properties and residents in their homes.

The post holder will work with other Fire Safety Contract Managers in managing a programme of works across the housing stock, producing fire safety information and assist in training staff on the requirements and responsibilities of the Regulatory Reform (Fire Safety) Order 2005.

**Work Environment:**

* The post holder will be required to be adaptable, working in an environment that is subject to changing and conflicting priorities, meeting tight deadlines which can change on a daily basis.
* The post holder will be expected to meet the general public both in their homes and at public meetings as part of their duties.
* The post holder will be expected to visit construction sites and premises where they may be subject to noise and dirt and as necessary carry out inspections in line with the requirements of the post. This can involve being outside in all weathers.
* The post holder will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties including being required to attend evening meetings/works outside normal hours as necessary.
* The post holder will be based at Jamestown Road or other Camden offices and will be required to undertake site inspections or other visits in connection with the management of the FRA work programmes.

**Technical Knowledge and Experience:**

* The post holder must have or be working towards a Professional qualification in CIOB, RICS, or similar and be prepared to undertake Continuing Professional Development to keep-up with latest trends and development on Technical and professional matters.
* The post holder will have a minimum of 2 years’ experience in delivery of construction projects and demonstrate CPD and awareness of current standards and H&S regulations / legislation.
* Knowledge of the Landlord’s’ responsibilities of the Regulatory Reform (Fire Safety) Order 2005 is essential.
* Knowledge and experience of Fire Risk Assessments is essential.
* Knowledge and experience of the LACORs guide is desirable.

**Technical Knowledge/Competence (RICS competency levels / equivalent):**

* Building / Building Services Pathology – Level 2
* Construction technology and Environmental Services – Level 1
* Contract Administration – Level 2
* Risk Management – Level 2
* Information Management/Records Keeping – Level 2
* Works Progress & Quality Management – Level 2
* Knowledge of project administration, planning, audit and evaluation – Level 1

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Chart Structure:**

**Property Management**

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