

Fire Risk Officer

Assets & Sustainability

Overview	
Role Purpose	Manage fire risk in a defined patch, to ensure Fire Risk Assessments (FRAs) are completed when due, FRA actions are assigned to contractors and NHG colleagues and that FRA actions are completed by the agreed target date for the benefit, health and safety of our residents.
Responsible for	<p>The completion of the FRA programme in a defined patch.</p> <p>The allocation of FRA actions to contractors and NHG colleagues.</p> <p>Ensuring the completion of FRA actions by contractors and NHG colleagues.</p>
Reports to	Fire Risk Manager
Line management	N/A
Tier	Tier 9
Expectation Level	Colleague
Role relationships	
Internal	<ul style="list-style-type: none"> Local officers who are involved in managing or are impacted by fire risk activity. Finance team for payment services. Data team to maintain accurate asset records
External	<ul style="list-style-type: none"> Contractors delivering Fire Risk services, including FRAs and FRA remedial works. Consultants supporting you to manage Fire Risk. Residents in receipt of the services relating to Fire Risk. Fire & Rescue Services.

Role accountabilities
<ul style="list-style-type: none"> Manage fire risk on your patch to ensure FRAs are in date and FRA actions are appropriately allocated. Monitor and manage Fire Risk Assessment actions, through to completion within the specified timeframes, whether issued to colleagues within NHG or contractors appointed to carry out FRA remedial works. Ensure contractors have the appropriate third-party accreditation for their Fire Risk specialism and that consultants are performing effective quality control. Lead regular, scheduled contract review meetings with the appropriate agenda to scrutinise contractual KPIs, discuss health and safety matters and hold the contractor(s) to account. Be the main point of contact for operational colleagues, contractors, stakeholders and residents for queries relating to Fire Risk in your patch. Deliver services that provide value for money for our residents and business and meet budget expectations.

Role accountabilities

- Explore innovative ways of delivering services taking advantage of new technology and best practice.
- Deputise for the Fire Risk Manager when requested.

General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and hearings in formal processes across the business.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Essential

- Experience of contractor and/or stakeholder management.

Desirable

- Awareness of Fire Risk requirements.

Professional expertise (know how & experience)

Essential

- Comprehensive knowledge of fire risk and the applicable statutory and regulatory requirements.

Desirable

- An understanding of public sector procurement methods.

Skills

Essential

- Effective communication skills
- Relationship management
- Effective IT skills including intermediate MS Office skills

Desirable

Qualifications and/or professional membership

Essential

- GCSE (or equivalent) Grade A-C in English and Maths.

Desirable

- A recognised contract management qualification.

NHG Expectations

NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.

This role is a **colleague** expectation level and therefore you should refer to the **colleague** expectation profile in addition to this role profile.

The full NHG expectations framework is available on our external job site page and intranet, Milo.

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.