

ROLE DESCRIPTION: Compliance and Fire Safety Assessor

Reports to: Maintenance Manager (Planned)

Responsible for:

- Delivering a high quality, cost effective service that keeps our customers and partners safe in relation to fire safety, water safety and other aspects of compliance to meet York Housing Association's Statutory obligations.
- Delivering high quality, cost effective, customer focussed services
- Working as a team in order to achieve targets, KPIs and high levels of customer satisfaction.

Role purpose:

To be an enthusiastic colleague, committed to providing the highest possible standard of service to customers and giving guidance, technical support and direction as appropriate.

To be accountable for undertaking Fire Risk Assessments and inspecting Fire Doors and implementing resulting actions in accordance with nationally recognised guidance in an appropriate format, to an accepted standard in a timely manner.

To be accountable for undertaking the Building Safety Manager role for the Associations' high risk buildings.

To be accountable for managing and delivering compliance contracts, including fire alarms and emergency lighting among others, to the highest possible standard and providing high quality support and advice for the team and wider organisation.

To identify opportunities for improvement and address any concerns, providing guidance/training/feedback to support the delivery of compliance services, building surveying and other associated surveying specialisms.

Act as a positive member of the Property Maintenance team, collaborating with other colleagues across departments and supporting a culture that delivers results and service excellence, and promotes the York Housing Association values and brand.

Provision of a range of surveying and project management services for the procurement and delivery of compliance related building alteration, refurbishment and maintenance contracts; ensuring all property related statutory, regulatory and corporate requirements across its portfolio are met.

Undertake peer review audits and validation of others work

Key responsibilities:

Teamwork:

1. Contribute to the success of your team as a member of the Property Maintenance Team.
2. Collaborate with, and support others in the team, creating a team environment that enables everyone to perform at their best.
3. Act as a role model for the Association's values and culture.
4. Embed structural and cultural business change and service improvement, through collaboration and implementation of service strategies and plans.
5. Collaborate with colleagues, other teams and Directorates to seek and deliver opportunities to improve compliance and health & safety standards across the organisation.

Delivery:

6. Deliver specific areas of compliance designated as the responsibility and accountability of the Maintenance Manager (Planned) (fire safety, fire equipment, emergency lighting, asbestos management, water safety and other ancillary related compliance areas), including the day to day management of repairs, management and servicing contracts.
7. Maintain an in-depth and current knowledge of all relevant legislation, Building Regulations, British Standards and best practice relating to areas of compliance relevant to the role, ensuring all necessary changes are made to policies and operating procedures as required, and ensuring that the implication of future regulation and legislation changes are considered and used to improve and update York Housing Association's approach to compliance.
8. Undertake building surveys, building pathology and fire risk assessments for passive and active fire protection, fire doors, warning installations, compliance with legislation and standards and identification of improvement opportunities in relation to safety and compliance.
9. Produce project design, tender and contract documentation including detailed schedules of work, specifications and drawings and deliver contract administration of contracts under the control of this post, in accordance with policies/procedures/standing orders/regulations and all statutory legislation, including financial management and monitoring the delivery of works to cost, time, quality & customer satisfaction, including awarding contracts and negotiating and agree any contractual disputes.
10. Manage project costs including; measurement and re-measurement of works, valuations, payments and certification and final accounts.
11. Deliver ad-hoc compliance works resulting from fire risk assessment, access audit and health and safety risk assessment.
12. Manage budgets specific to the role and support the Maintenance Manager (Planned) and Head of Asset Management and Maintenance in developing future budget requirements.
13. Support the Maintenance Manager (Planned) in developing operational procedures relating to areas of compliance designated as the responsibility and accountability of the Head of Asset Management and Maintenance .
14. Appoint and manage a range of external consultants and liaise with statutory bodies to facilitate the effective delivery of compliance services.

15. Work closely with other colleagues across the organisation to ensure an excellent service is provided to customers and leaseholders in respect of contracts under the responsibility of this role. Manage and administer the Section 20 leasehold consultation process in accordance with the Leasehold Reform Act 2002.
16. Actively look to maximise use of ICT facilities and new technologies and act as an ambassador during implementation.
17. Work with colleagues across the business to ensure all of our data is accurate and maintained and data protocols are followed to maintain integrity.

Organisation wide:

1. Deliver value for money, and make best use of resources to deliver the best outcomes.
2. Deliver operational excellence, driving continuous improvement and innovation.
3. Comply with all organisational policy and procedures.
4. Ensure that risks within the directorate's activities are identified, removed or minimised.
5. Help to create a safe and healthy working environment, ensuring all systems of work, policies and procedures are fully and consistently applied.
6. Promote the values of the Group at all times and demonstrating a high level of commitment to diversity and inclusion.
7. Help to ensure that York Housing Association complies with all legal, regulatory and health and safety requirements.

The Compliance and Fire Safety Assessor is part of the Property Maintenance team. As with all team member positions there are also specific responsibilities and delegated powers in relation to financial and operational matters, regulatory compliance and information security. These are not all listed here and will change over time as the organisation continues to grow and develop.

PERSON SPECIFICATION: Compliance and Fire Safety Assessor

Experience and qualifications:

- a. A strong record of demonstrable achievement in service delivery of Property Maintenance (E)
- b. Experience in the production of contract documents, contract administration of compliance related contracts and procuring contracts (D)
- c. Experience of working in partnership with internal (and external) stakeholders to deliver excellence (D)
- d. Experience of collaborating and working as part of an effective team (E)
- e. Experience of research, analysis and report writing (D)
- f. Ability to manage budgets and operate tight budgetary control (E)
- g. Relevant qualification, or equivalent work experience (E)
- h. Evidence of continuing professional development (D)
- i. Full, valid driving licence (E)
- j. Recognised degree or relevant qualification or equivalent and relevant work experience, and evidence of continuing professional development (E) FPA.IFE Fire Safety Diploma or equivalent.

Knowledge:

- k. Comprehensive working knowledge of property related compliance and duties imposed on social landlords (E)
- l. Understanding of relevant governance practices and issues (D)
- m. Knowledge of the relevant regulatory and statutory standards / regulations (D)
- n. Knowledge of the Building Regulations, British Standards, Approved Codes of Practice, CDM regulations, health & safety legislation, Regulatory Framework for Social Housing and standard forms of building contract.

Skills:

- o. Ability to use judgement and take ownership of decision making (E)
- p. Ability to deliver services in line with service level agreements or service standards (E)
- q. Ability to interpret, analyse and produce relevant management information (D)
- r. Ability to manage risks and make sound judgements, whilst not being risk averse (E)
- s. Good level of written, presentation and interpersonal communication skills (E)

Attributes:

- t. Transparent and open, acting with integrity and able to build high levels of trust (E)
- u. Committed to diversity and inclusion (E)
- v. Champions innovation and encourages ideas (E)
- w. Resilient and able to work under pressure and is collaborative and inclusive (E)
- x. Actively role model and champion the Karbon vision, values and purpose (E)