



Yorkshire Housing Role Profile

Job title:	Fire Safety Manager	Leader of others:	Yes
Reports to:	Building Safety and Compliance Lead	Contract type:	Agile
Business Area	Assets and Sustainability	Car Allowance:	Yes
Budget holder?	Yes	DBS Required:	Yes

Job purpose

Reporting to the Head of Building Safety and Compliance Lead, the post holder will be responsible for the effective project management, delivery and operational performance of all landlord fire safety related risk, activities and compliance.

You'll be responsible for the overall management of fire safety compliance and risk management on a strategic and operational level. Provide a professional advice service on all areas of fire safety management including review of our fire strategy and policy, fire risk assessment, fire safety inspections/audits, investigating fire safety incidents, fire enforcing authority liaison and contract management. In addition, supporting our PFI contract by providing specialist advice and support.

Key responsibilities

- Be responsible for the effective management, delivery, planning and operational performance of all landlord fire safety compliance related activities to circa around 17000 properties including; circa 550 fire risk assessments.
- To lead on all property fire safety and performance across the business and provide assurance to the Heads of Service and Directors on fire safety compliance requirements.
- Investigate all fire safety incidents and concerns to ensure that remedial action is identified, reported and implemented to minimize the potential for a re-occurrence in line with appropriate regulations and landlord's statutory obligations under fire and other health, safety and property regulations.
- Ensure changes to legislation, codes of practice, policies and procedures are identified, understood and implemented in an effective and timely manner in accordance with Yorkshire Housing agreed policies and procedures.
- Develop fire safety Policies, procedures, controls, education and specifications for all property fire safety compliance activities, schemes and properties to ensure YH compliance.
- To ensure that all fire safety inspection, maintenance and delivery programmes (e.g. Service contracts and contractor competencies) are planned to agreed timescales and stringently monitored to ensure that Yorkshire Housing and any external customer's properties are fully compliant with appropriate fire safety regulations, landlord's statutory requirements and industry best practice.
- To ensure that Yorkshire Housing is fully compliant with appropriate regulations, landlord's statutory requirements and industry best practice. (ie. RRO - Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021, Fire Safety Regulations 2023, Approved document B, Housing Act 2004, NFCC Specialised Housing Guidance Building Safety Act 2022
- Assess compliance and/or operational fire risk and develop appropriate risk management strategies and controls
- Manage and lead the fire risk assessment team contributing to the achievement of Yorkshire Housing's corporate objectives to deliver excellent services which when measured are top quartile ratings in customer satisfaction and other key performance indicators. Set clear expectations of all individuals, discussing performance on a regular basis to motivate and create a culture of excellence in service delivery.

- Setting up, delivering and maintaining Primary Authority Scheme (PAS) arrangements with local fire authority. Ensuring close, professional and proactive working relationship with PAS partner and key points of contact.
- Responsibility for the preparation and monitoring of fire related annual budgets, to ensure the achievement of financial targets and to keep expenditure within budget, whilst looking for opportunities to improve value for money.
- To be responsible for delivering fire safety excellence in all aspects of service delivery across the organisation by researching, developing and implementing good practice and identifying areas for improvement in services.
- Provide effective management of contractors, consultants and service providers. Ensure that all work undertaken is compliant with all statutory regulations, safe methods of working and delivered stringently within performance targets.
- Work effectively with other Managers and Heads of Service to ensure operational effectiveness, business development, education, the achievement of corporate compliance objectives and achieving excellence through supporting the implementation of key strategies.
- To ensure that all reports, dashboards, databases, documentation, certificates and records relating to fire safety compliance, assessment and remedial works activities are maintained accurately and up to date.
- Monitor and maintain delivery of fire safety programme and remedials via our digital platform.
- To undertake such other duties and responsibilities as would be deemed reasonable commensurate with the level of the post, deputise for the Head of Service as required and be an effective member of the association's management team.

What you'll bring to the role

The main things:

- Recognised minimum level 4 fire safety qualification
- Institute of Fire Engineers Membership or equivalent with evidence of continued professional development
- Practical experience of leading and managing fire safety management at an operational and strategic level
- Experience of managing and delivering fire safety compliance and service agreements across a number of disciplines..
- Experienced in the collection, analysis and presentation of complex data and in the preparation of management reports to senior managers.
- Wide experience of tender and contract procedures
- Wide experience in the on-site supervision and quality control of all service contracts, specialist contractors and consultants
- Experience of dealing with outside agencies, such as the HSE, local authorities, fire service and insurance companies.
- Experience of building internal and external relationships and strategic partnerships
- Demonstrate a thorough knowledge of the relevant external environment and the impact on YH
- Self-motivated and able to work autonomously
- Thorough knowledge of current Health and Safety best practice in relation to the above work elements
- Excellent communication, interpersonal and negotiating skills
- Practical attitude with ability to make decisions on best approach from a technical perspective.
- Project Management abilities and skills

- Experience of dealing with outside agencies including planning, building control, local authorities, fire service and HSE
- Actively promote value for money and efficiency
- Ability to evaluate plans and tender bids effectively
- Ability to influence others and generate team spirit
- Working knowledge and appreciation of IT applications.
- Willing to develop own skills and evidence of personal development
- Evidence of ability to develop others
- Appetite for transformational change and continuous improvement
- You must have the ability to work outside normal office hours on an occasional basis and a willingness to respond to occasional out of hours emergency calls
- Full drivers licence valid for the UK
- Personal values and approach that align with YH's values
- Ability to work flexibly in line with Hub, Home and Roam principles.
- An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues

It would be a bonus if you have:

- Recognised Health and Safety Qualification (e.g. NEBOSH General Certificate)
- Recognised management qualification (e.g. ILM level 4)

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say.

Be curious • Think differently • Ask questions • Keep learning.

Make it happen • Own it • Do it • Be empowered.

Achieve impact • Do things that matter • Deliver results • Show pride and passion.

Have fun • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.

Date Role Profile last reviewed:

March 2025