

# JOB PACK

Group Fire Safety Manager

Creating homes.  
Building lives.



Jigsaw



# ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

# JOB DETAILS

<b>Location:</b>	Cavendish 249, Cavendish Street, Ashton Under Lyne, OL6 7AT and/or Turner House, 56 King Street, Leigh.  You will also be required to visit other offices/areas as part of your role including Baker House, 542 Oldham Road, Miles Platting, Manchester, M40 and Morris Court, Unit 6, Private Road 3, Colwick Industrial Estate, Nottinghamshire, NG4 2JN.
<b>Holidays:</b>	24 days leave per annum, plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service, to a maximum of 5 days.
<b>Pension:</b>	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Jigsaw Benefits:</b>	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, Simply Health membership, enhanced maternity/paternity leave and training/development opportunities and much more. Please visit the benefits page on our website for more information!

<b>Probation period and references:</b>	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Mandatory Training:</b>	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
<b>Eligibility to work in the UK:</b>	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Disclosure barring checks &amp; Medical Clearance:</b>	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit <a href="http://www.jigsawhomes.org.uk/dbs">www.jigsawhomes.org.uk/dbs</a> to view the Group's DBS policy statement.  Further information about the disclosure can also be found at <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a>
<b>Diversity:</b>	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

# JOB DESCRIPTION

## OVERVIEW

We have an exciting role for a Group Fire Safety Manager to help us take a proactive approach to managing Fire safety across the group.

You will be proactive, people-focussed, results driven, and have excellent communication skills. You will work closely with other colleagues across the business to deliver positive outcomes for our customers. You will be part of a team of Building and Fire safety professionals.

Fire safety is integral to the work of the Group; we are seeking an experienced and dynamic individual to lead this important function.

With good leadership skills and a passion for the role, you will help ensure day-to-day management of our buildings to ensure fire safety standards are adhered to and that they meet the regulator's requirements.

**Responsible To:** Head of Building Safety

**Responsible For:** Fire safety Manager(s) and Fire safety Advisor(s) and indirectly, the Fire and Building Safety Compliance Coordinators(s).

## MAIN TASKS OR ACTIVITIES

1. Support the Head of Building Safety to ensure fire safety is effectively managed across the group. This includes ensuring suitable policies, procedures and guidance documents are in place as well as provision of training, advice, and information. This is for colleagues, contractors, visitors and residents.
2. Support the Head of Building Safety to keep up to date with and ensure compliance with all relevant Fire safety legislation.
3. To work with IT colleagues to ensure we develop and maintain systems to support the monitoring and reporting of Fire safety related information including FRA actions and fire door inspections.
4. To oversee the fire risk assessment programme to ensure all relevant building have an up-to-date fire risk assessment in place which is in-line with our policy.
5. To oversee the process for managing fire risk assessment actions to ensure they are completed in a timely manner and evidence is obtained to support their completion.
6. To be the designated point of contact for our primary authority partnership agreement with GMFRS and to establish and maintain an effective working relationship.
7. To ensure all checks and inspections required under the Fire safety England Regulations 2022 (FSER), including fire door inspections, are undertaken to the appropriate timescales and ensure records are kept and issues are followed up and rectified.
8. To manage our annual programme of engagement with residents, this includes the annual fire safety information required under the FSER as well as managing any other campaigns and engagement events.
9. To be the lead person for any fire safety audits, ensuring that information is provided and resulting findings are actioned.
10. To assist with all potential mandatory occurrence reports (MOR) ensuring that reports are escalated and logged in line with legal requirements.

11. Work with our people development team to ensure there are good standards of fire safety knowledge across the group. Assist with the development and implementation of any training, briefings, toolbox talks on Fire safety as required for the group.
12. Ensure any reports needed for Fire safety are produced and circulated in a timely manner. This includes the quarterly technical committee report.
13. Alongside other teams effectively and proactively manage Fire safety for our HRB's ensuring that there is a culture of high performance, strong engagement, and a commitment to continual improvement.
14. Work with our Development and Asset Management teams to ensure that new developments or refurbishment work is of high quality and built in accordance with current Building Regulations. In addition, make recommendations for any additional work that may help future proof the building.
15. Attend any relevant meetings with internal and external stakeholders as required by the role regarding Fire safety including the various Health & Safety sub-committee meetings.
16. Assist with resolving customer complaints.
17. Support the asset management teams and day-to-day repairs teams to appoint suitable and accredited external contractors where these are required.
18. To line manage the Fire safety Manager(s) and Fire safety Advisor(s) and indirectly the Fire and Building Safety Compliance coordinator(s) to ensure they fulfil their respective roles.
19. To deputise for the Head of Building Safety and to assume responsibility for aspects of this role in their absence.
20. Ensure you work in accordance with Financial Regulations at all times.
21. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
22. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
23. Carry out any duty which may be, from time to time, requested by the Chief Executive or Group Directors commensurate with the position.

# CANDIDATE REQUIREMENTS

## Candidate Requirements:

- Full, valid UK driving licence with access to a vehicle for business use.
- Have a Fire safety related qualification e.g., NEBOSH fire certificate, Fire Service College fire risk assessment course, a fire safety diploma or equivalent.
- Ideally be a member of a recognised body such as IFE, IFPO, IFSM etc.
- Excellent knowledge and a proven record of the application of all relevant fire safety legislation, guidance and standards.
- Significant experience of working within a fire safety role. This should ideally have been gained in a social housing setting.
- Experience of managing a small team.
- Experience of overseeing and/or managing a fire risk assessment programme and deciding on relevant risk control measures.
- Experience of monitoring the work of third-party professionals and sub-contractors
- Excellent IT skills, particularly excel with experience of using databases to record, monitor and track information and produce reports.
- Excellent time-management and organisational skills able to prioritise workloads and work under pressure to meet deadlines.
- Ability to work under your own initiative and be proactive but can also work with colleagues across the business.
- Ability to present information to Senior Managers and make recommendations on appropriate next steps in complex cases.

# JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



# Jigsaw Homes Group Limited

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