

Job Description and Person Specification



Job Description

Job Title	Property Compliance and Fire Safety Officer
Grade	Grade 6
Service	Compliance and Surveying
Reports to	Compliance Manager
Location	One Friargate
Job Evaluation Code	D2880D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

Under the general direction of the Compliance Manager:

- Deliver a high quality customer service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
- Lead, manage and develop support to provide a comprehensive, flexible and high quality service ensuring operational properties within the corporate estate comply with statutory safety and workplace requirements.

Main Duties & Key Accountabilities

Core Knowledge

- Develop and promote compliance services to ensure the effective delivery of a high quality service to customers with the objective of continuous service improvement.
- Devise, plan and implement a programme of Property Inspections and Improvement in respect of Fire, Infrastructure and Workplace related safety. Lead on Health and Safety implementation to ensure that legislative policies, procedures and systems are maintained
- Commission specialist property technical surveys, analysing and interpreting results and implementing action plans for remedial and other improvement works to delegated budgets.
- Act as lead officer for city centre Fire and other Evacuations, liaising and coordinating with Corporate Health and Safety, Emergency Planning and Site Services to ensure that regular tests are undertaken and evaluated and relevant Action Plans prepared and implemented with Directorates.
- Co-ordinate contracts personnel in respect of repair maintenance and improvement to operational properties, liaising with services and contractors accordingly to ensure completion of works to agreed standards and timescales
- Liaise with customers/local managers/duty holders and develop materials that improves accessibility to assist in the understanding of fire safety requirements in an operational property setting.

- To monitor and review performance of the service area to ensure performance standards in relation to fire safety are being achieved.
- Updating, monitoring and maintenance of the fire safety data ensuring the expenditure of monies is in line with the requirements of the legal provisions.
- Represent the Division as directed by the Compliance Manager or the Head of Facilities Management as required and act as lead divisional officer for Place Directorate responses to corporate initiatives.
- Lead on special Property Projects as determined by the Head of Facilities Management or Director, implementing projects against delegated budgets and timetables, monitoring budgets and reporting variances
- Assist with the presentation of graphic and written presentational material in a variety of formats.
- Develop and adapt the division's computerised databases to aid the effective and efficient management and administration of the fire safety service and provide support and training to staff.
- Develop the IT systems to promote best practice and ensure consistent approach with practices and procedures and operational plan targets.
- Oversee the presentation of graphic and written material in a variety of formats including but not limited to: presentations to members and senior officers, consultation events, public meetings, and website.
- Be proficient in the use of IT systems to ensure appropriate records and files are maintained, develop, adapt and upgrade the computerised databases to aid the effective and efficient management and administration of the service within corporate objectives and provide support and training to staff.
- Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Customers Contractors Members of the Public Landlords Key Stakeholders eg Fire and rescue services, Police, MP's Government Departments	All Service Areas Members

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Knowledge
Excellent theoretical understanding and practical knowledge of Health and Safety Legislation relevant to property and facilities management, and its implementation, specifically Fire Reform Order, and Workplace H&S Regulations.
Detailed understanding of Property or Facilities Management principles and practice.
Managing service contracts and contractors, and planned and reactive maintenance programmes
Skills and Abilities
Good level of communications written and oral communications skills and able to communicate and present to all levels in the organisation
Well-developed inter-personal skills to engage with service users and able to, develop and maintain working relationships
Able to carry out work of complex nature with minimum supervision and to identify and implement effective solutions to problems using own initiative
High level of verbal, written and inter-personal communication skill with a diverse range of people.
Able to work on own initiative and plan projects /services over the medium term.
Able to meet deadlines and targets and flexibility manage own workload and the demands of the organisation.
Able to work effectively and co-operatively as part of a team to achieve overall team goals.
Able to travel to sites across the City Able to physically inspect properties
Experience
Experience of working in a fire safety or regulatory service dealing with complex cases.
Experience of marketing, promoting, and delivering advice and assistance services.
Contract supervision
Experience of using computer databases (general and specialised), and Microsoft packages such as powerpoint, excel, word and outlook.
Experience of developing processes and systems to respond to change and ensure the delivery of an efficient and effective professional service.

Education
Degree (or Equivalent): or
Substantial experience of working within a Fire Safety or Regulatory function within a Local Authority or professional body.
Post holder will be expected to complete NEBOSH – Fire Safety and Risk Management and all other relevant training requirements.

Special Requirements
May be required to work outside office hours May be required to travel in the course of duties Willingness to undertake any necessary formal training

Date Created	December 2019	Date Reviewed	May 2023
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