

**Manchester City Council
Role Profile**

**Fire Safety Manager, Grade 9
Housing Services, Neighbourhoods Directorate
Reports to: Head of Compliance and Building Safety
Job Family: Technical**

Key Role Descriptors:

The role holder will have lead accountability across a significant or specialist area for the delivery of a range of major technical projects and work packages that achieve the Council's corporate aims and objectives taking into account relevant statute and legislation.

The role holder will provide high level technical consultancy support in the development of frameworks to deliver quality and appropriate development and outputs, particularly those requiring complex and specialist technical and legislative expertise, to deliver a quality service.

The role holder will use extensive knowledge and expertise to develop, design and implement customer-focused technical solutions. They will continually identify and champion opportunities to deliver improvement in service provision, assigning resources appropriately to ensure delivery of objectives.

Key Role Accountabilities:

Provide a lead technical consultancy function for the assigned service area, ensuring that complex and innovative technical solutions are delivered in line with customer and legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Accountable for the delivery of complex work packages (using project management methodology where appropriate) which deliver organisational objectives, deploying resources effectively and managing stakeholder and customer expectations throughout the lifecycle of the project.

Ensure that efficiencies in project, programme and maintenance service delivery are identified and exploited to provide improvements in the quality of service, with a consistent focus on improved quality, performance and customer service.

Foster successful relationships, both internally and with partner organisations, and secure stakeholder commitment through strong and effective negotiation to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Effectively communicate significant complex technical issues including the analysis and interpretation of legislation to manage negotiations and necessary processes. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Demonstrate a personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Role Portfolio:

Support the Head of Compliance and Building Safety to plan future spend requirements, formulate, and monitor budgets and deliver value for money for residents and the organisation.

Ensure effective communication through high quality reports, informal briefings and presentations to City Council Committees, elected Members, MPs, Senior Management Team and MCC Housing Board as well as and organisations from the public, private and voluntary sectors.

Through matrix management arrangements, deliver key council priorities and initiatives with staff resources deployed accordingly.

Ensure that City Council corporate requirements are consistently met, including for business planning, performance management and budget monitoring.

Lead the Fire Safety Team, to contribute to the achievement of strategic priorities to deliver high quality services that include.

- **Inspections and Audits:**

Carry out regular post-inspections and audits to ensure compliance with fire safety regulations and standards and that remedial actions are being completed to the

appropriate standards. Inspect fire protection systems, emergency lighting, fire alarms, and other fire safety equipment to verify their functionality and adequacy. Undertake regular inspections of blocks to ensure statutory requirements are complied with, for example the annual inspection of fire doors to flats.

- **Compliance Monitoring:**

Monitor and evaluate compliance with fire safety regulations, codes, and standards. Identify areas of non-compliance and provide guidance and recommendations to rectify deficiencies. Supervise the prevention / suppression of fire equipment testing on a cyclical basis and raise orders for the resolution of such failures and ensure that they are completed within timescales.

- **Documentation and Reporting:**

Prepare reports documenting findings from post-inspections, and audits. Clearly communicate identified risks, deficiencies, and recommended remedial actions to the fire safety team.

- **Training and Education:**

Assist in delivering fire safety advice and training to raise awareness and promote best practices among building occupants and staff. Provide guidance on emergency evacuation procedures and fire safety awareness campaigns.

- **Continuous Improvement:**

Stay up-to-date with the latest fire safety regulations, guidelines, and industry practices. Continuously improve knowledge and skills through professional development opportunities, attending relevant seminars, and networking with industry experts.

Key Behaviours, Skills and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Partnership and collaborative working:** Extensive experience of working in partnership with and influencing senior Programme, Project and business stakeholders including the management of external suppliers and strategic partners.

- **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required
- **Financial Management:** Ability to plans forecast and monitor expenditure against budget, investigates variances and takes timely action to address significant deviations.
- **People Management:** Can demonstrate how they and colleagues contribute to the vision and objectives of the organisation and how this defines their team and personal objectives; Ensures that good performance is recognised and rewarded and that poor performance is tackled.
- **Communication Skills:** Writes convincingly and clearly, succinctly and correctly, avoids the unnecessary use of jargon or complicated language; writes in a well structured and logical way and structures information to meet the needs and understanding of the intended audience.

Technical Requirements (Role Specific)

- Fire safety related qualification e.g. C08 Fire Risk Management in Residential Properties
- Track record of success in a management role within housing.
- Experience of delivering high-quality services gained in a multi-site, complex fire safety environment.
- Proven track record of achieving and sustaining fire safety compliance in the post Grenfell era, including experience of carrying out fire risk assessments and inspections in residential buildings.
- Knowledge of fire protection systems, emergency procedures and evacuation plans
- Extensive knowledge and proven record of application of UK fire safety regulations, codes and standards, including the Regulatory Reform Fire Safety Order 2005.
- Excellent knowledge and understanding of current statutory, regulatory, and best practice fire safety requirements for residential building in scope.
- Familiarity with fire safety management software and tools.
- An understanding of working with in-house direct labour organisations and external contractors and suppliers.
- Strong analytical and problem-solving skills to identify fire hazards and assess risks.
- Attention to detail with the ability to produce accurate and comprehensive reports suitable for different audiences.
- Ability to work independently and manage multiple projects simultaneously.
- To provide support and assistance to the Fire Safety Manager as required, including providing cover for critical tasks at times of service disruption or resource scarcity within the wider team
- Knowledge and understanding of public services delivered at a place level and the structural, legislative and policy context within which these services

operate, including an understanding of the regional policy context for local government.

- Able to work outside of normal office hours at times, contributing to service continuity and emergency call outs. This will include being part of an out of hours standby rota.
- A full driving licence and access to a car on each working day. This post is currently designated as a Casual Car User. Car User statuses are subject to review in line with policy.