

Job Description

Job title	Safety and Compliance Officer - Fire
Profession	Property Maintenance & Technical Assurance
Band	E
Directorate	CCO (Customer)
Accountable to	Safety and Compliance Specialist - Fire / Senior Safety and Compliance Officer - Fire

Job Purpose:

The role will support the Safety and Compliance Specialist - Fire / Senior Safety and Compliance Officer - Fire and wider Building Safety Compliance team on all fire safety matters on behalf of SNG. Support delivery of the FRA programme including the management of internal/external delivery partners and other specialists. Ensure that all remedial activities are identified, recorded, actioned, and closed in line with SNG's internal policies and regulatory requirements.

The role will support the effective development, oversight and management of all fire related cyclical servicing, inspection, and upgrade programme. Maintain high data quality in our Building Safety Compliance team. Ensure that data is held centrally for full transparency and that suitable contract arrangements are in place for the continued management all compliance elements within the defined areas.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within broad direction set by the Safety and Compliance Specialist - Fire / Senior Safety and Compliance Officer - Fire, this role will deliver key accountabilities. Use expertise and judgement to liaise with internal and external stakeholders to positively progress fire safety aspects to adhere to all landlord, legislative and regulatory requirements. Use own initiative to problem solve with continuous assessment of customer safety.

Key Accountabilities:

- Responsible to deliver the right outcome for our customers in a safe and timely way.
- Promote a positive collaborative culture of building safety compliance. Take personal responsibility for escalating any concerns to the appropriate member of the Building Safety Compliance team for consideration and/or investigation.
- Management responsibility of service level agreements with contractors. Failure of contractor's delivery may lead to reputational damage and breach in regulations and potential fines.
- Support the Safety and Compliance Specialist - Fire / Senior Safety and Compliance Officer - Fire for fire safety compliance areas to ensure that SNG adheres to its regulatory and legislative obligations and that the organisation receives competent advice and guidance.
- Liaise with the Primary and/or Local Fire Safety Authorities.

- Act as a building safety and compliance subject matter expert and help define data requirements, policies and standards, whilst advising in their implementation. Keep up to date with relevant legislation relating to data set reviews and identify implications and recommend subsequent actions.
- Escalate data issues or breaches to the Safety and Compliance Specialist - Fire / Senior Safety and Compliance Officer - Fire - London and Herts.
- Assist with the cyclical inspection, upgrade and works programmes relating to fire areas currently undertaken across SNG, ensuring that all activities are centralised and evidenced within the building safety compliance team function.
- Review building fire strategies and designs to ensure they meet regulatory requirements and undertake actions to mitigate risk, for example before new builds commence.
- Undertake timely fire incident investigations, ensuring findings, learnings and actions are documented and issued to all key stakeholders.
- Support fire risk assessment programme to ensure it is carried out on a risk-based basis in line with PAS9980/ PAS79/PAS79-2 and that meets all regulatory and legislative requirements.
- Ensure that actions from fire risk assessments, pre-occupation fire risk assessments and recommended upgrades are progressed, remedied, and recorded as required.
- Identify any changes to regulatory requirements that impacts on SNG and its ability to effectively manage its assets. Ensure that the relevant changes and actions are identified and escalated to the Safety and Compliance Specialist - Fire / Senior Safety and Compliance Officer - Fire.
- Responsible for producing and disseminating user friendly technical guidance to internal and external stakeholders as a fire safety subject matter expert.
- Identify and escalate non-compliance fire activities to the Safety and Compliance Specialist - Fire / Senior Safety and Compliance Officer - Fire, recommending appropriate solutions to recover the compliance position.
- Support undertaking reconciliation exercises on a monthly and annual basis to ensure that data and records relating to fire safety activities for regulatory compliance are collated, validated, between our in-house systems and programmes are reconciled against the contractors' programmes.
- Support the ongoing development and monitoring of the methodology relating to current and future fire activities ensuring scope specifics are documented, fully detailed, and reviewed alongside any regulatory changes to ensure SNG's compliance.
- Undertake quality assurance checks on contractor documentation and assessments.
- Ensure that the internal delivery teams are proactively and competently closing Fire Risk Assessment related remedial actions in a timely, compliant manner.
- Support the Assistant Director Building Safety Compliance, Building Safety Compliance Fire Manager and the wider team to develop and evolve the fire related operational plans, policies, processes or procedures and any such documentation associated with supporting the building safety framework.
- Ensure that accreditation and certification is maintained to meet minimum requirements to deliver
- Support the utilisation of the SNG central data platform for all data extraction and use Power BI for visualisation and reporting.
- Act as a data steward and take action on data issues raised in data quality reports in a timely manner
- Work with key stakeholders to ensure that a robust supply chain is identified and in place.

- Prepare, monitor and deliver performance reports and updates against directorate and organisational targets and requirements.
- Support the Building Safety and Compliance Specialists team to ensure SNG meets its overall requirements for building safety compliance.
- Represent the Building Safety Compliance team on all internal stakeholder meetings.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Level 3 qualification in Fire Safety.
- FRA qualification such as IFE or CS Todd and experience of peer review/auditing FRA's.
- Experience in delivering fire safety programmes of work.
- Membership of the IFE / IFSM or equivalent membership body, with demonstrable CPD.
- Up to date knowledge of fire safety legislation.
- Experience working within a fire safety field both independently and as part of a team.
- Excellent communication and interpersonal skills.

Desirable

- Level 4 qualification in Fire Safety or a willingness to work towards.
- Ability to engage non-fire safety personnel in fire safety initiatives, providing them with practical guidance and tools.
- Demonstratable knowledge and experience of fire safety subject matters within the Housing Sector.
- Ability to communicate responsibilities to data users and assure the proper use of data within their domain.
- Understanding of data breaches, associated implications and industry standards of preventing / triaging a breach.
- Experience of working to deadlines and achieving targets through own work and work driven through teams.
- Experience of working effectively with others in a complex and dynamic environment.
- Proficient use of Microsoft office suite with Intermediate or advanced Excel skills.

- Ability to impact assess and to understand the difference between ‘major and ‘minor’ data issues.
- Knowledge of methods to monitor the quality of data and identify issues (e.g. reconciliation).
- Evidence of excellent customer service achievements in a complex delivery environment.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4913	Amanda Gale	03/03/2025	
2.0	4913	Amanda Gale	05/08/2025	