

Job Description

Job title	Authorised Person – Fire Safety
Profession	Property Maintenance & Technical Assurance
Band	Band D
Directorate	Chief People and Transformation Office (CPTO)
Accountable to	Head of Landlord - Fire Safety

Job Purpose:

The role will act as the Landlord's Authorised Person (Responsible Person), operating in a highly technical and influential capacity to ensure Sovereign Network Group meets its landlord compliance obligations, maintains regulatory compliance, and effectively manages associated risks across the organisation.

The role will provide operational leadership for all fire safety activities, ensuring effective management of active and passive fire safety measures and compliance with landlord statutory responsibilities. Apply significant technical expertise in fire risk assessment, risk mitigation, contract management and problem-solving to ensure compliance with relevant legislation, regulatory requirements and best practice standards.

The role is responsible for the effective development, oversight and management of all fire related cyclical servicing, inspection, and upgrade programme. 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 your defined areas, and responsible for maintaining high data quality. Provide fire expertise and direction for the whole organisation relating to current and future assets with an eye on anticipatory awareness.

Financial responsibility: Circa £500,000 per annum

People responsibility: 6 Direct reports

Autonomy:

Within the broad direction set by the Head of Landlord - Fire Safety and working closely with the Assistance Director - Compliance, the role will lead, manage and control Sovereign Network Group's risk and responsibilities relating to all regulatory and legislative fire related activities.

Key Accountabilities:

- Responsible to deliver the right outcome for our customer in a safe and timely way.
- Act as the Responsible Person for fire and building safety compliance, with overall accountability for ensuring SNG complies with all relevant statutory, regulatory and legislative requirements, and for providing competent advice and guidance to the organisation on fire safety risks, controls and compliance.
- Central point of contact for liaison with the Primary Fire Authority.
- Be the subject matter expert for building safety and compliance, defining data requirements, policies and standards, and providing expert advice to support their implementation. Maintain up-

to-date knowledge of relevant legislation and regulatory requirements, reviewing associated data sets, identifying implications and risks, and ensuring appropriate actions are taken.

- Review requested changes against existing system specifications, identifying potential overlaps, conflicts and impacts, and ensuring appropriate resolution.
- Escalate significant data issues, breaches and risks to the relevant Data Entity Owners, together with recommendations for corrective action.
- Act as the accountable owner for Building (Asset) Safety Compliance data relating to fire safety, as defined within Sovereign Network Group's data landscape.
- Identify and manage data interdependencies across building (asset) safety compliance datasets, resolving conflicts, raising data quality issues, and supporting the implementation of appropriate solutions.
- Ensure the effective creation, maintenance and governance of Building (Asset) Safety Compliance data, applying good data management practices to maintain data quality, integrity and fitness for purpose in supporting operational, customer, regulatory and assurance requirements.
- Lead on all elements of contract management relating to the current and future contract management of fire activities in a transparent manner, including identifying, recording, and addressing underperformance and breaches.
- Lead and be accountable for the development of 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 and compliance function.
- Lead and be accountable for ensuring that the fire risk assessment programme is carried out on a risk-based basis in line with PAS79/PAS792 and that meets all regulatory requirements and best practice including requirements of the Building Safety Act, Fire Safety Order and any emerging legislative changes.
- Ensure that actions from Fire Risk Assessments and recommended upgrades are progressed, remedied, and recorded as required.
- Responsible for providing technical guidance as a subject matter expert to internal and external stakeholders.
- Identify any changes to regulatory requirements that impacts on Sovereign Network Group and its ability to effectively manage its assets. Ensure that the relevant changes and actions are identified and escalated to the Head of Landlord - Fire Safety.
- Responsible for identifying and escalating of non-compliance fire activities to the Head of Landlord - Fire Safety recommending appropriate solutions to recover the compliance position.
- Responsible for 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.
- Ensure 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 Sovereign Network Group's compliance.
- Responsible for undertaking quality assurance checks on contractor documentation and assessments.

- Accountability of ensuring that the internal delivery teams complete any FRA related remedial works in a competent and timely manner.
- Support the Assistant Director - Compliance, Head of Landlord - Fire Safety and the wider team to develop and evolve the fire related management plans, policies, processes or procedures and any such documentation associated with supporting the building safety framework.
- Responsible for ensuring that accreditation and certification is maintained to meet minimum requirements to deliver the core deliverables of the role.
- Ensure the utilisation of the Sovereign Central Data Platform for all data extraction and use Power BI for visualisation and reporting. Ensure competence as a data steward to enable performance utilising Central Data Quality reports.
- Prepare, control and gain approval for annual budgets, ensuring appropriate monitoring of expenditure and compliance with procedures, levels of authority and audit requirements.
- Ensure robust financial management of contractors, including invoicing, spend forecasting and programme costing.
- Work with the Procurement team 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.
- Maintain effective working arrangements and practices to ensure a consistent level of service delivery in line with job deliverables and organisation expectations.
- Responsible for representing the Building Safety Compliance team on all internal stakeholder meetings.
- Promote a positive collaborative culture of building safety compliance. Take personal responsibility for escalating any concerns to the Building Safety Compliance team for consideration and/or investigation.

Leadership

- Manage the Building Safety Compliance team with a focus on articulating a clear vision, providing direction, and fostering a culture of accountability, high performance, and continuous improvement.
- Allocate resources efficiently and effectively within the team, managing workload and priorities.
- Ensure oversight of relevant systems, processes, policies, and resources to ensure that the Building Safety Compliance team provide professional, reliable, and responsive services to the business.
- Implement SNG's corporate plan and objectives within it.
- Promote equality, diversity, and inclusion efforts to ensure an inclusive and supportive work environment in line with SNG's policies and procedures.
- Encourage and support employee wellbeing, engagement, development and mentorship and my performance objectives.
- Take ownership of people related matters and work with the relevant support teams.
- Demonstrate commitment and energy to the team to motivate and inspire the achievement of results.

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 & Skills:

Essential

- Level 4 qualification in Fire Safety.
- Demonstratable knowledge and experience of leading a team of fire subject matter experts within the Housing Sector.
- Member of the IFE / IFSM or an equivalent membership body.
- Up-to-date knowledge of fire safety legislation, building safety act and building regulations.
- Ability to communicate responsibilities to data users and assure the proper use of data within their domain.
- Ability to validate and impact assess, to escalate data issues as required.
- Knowledge of methods to monitor the quality of data and identify issues (e.g. reconciliation).
- Experience in protecting and monitoring data against misuse and loss.
- Understanding of data breaches, associated implications and industry standards of preventing / triaging a breach.
- Experience working within a fire safety field both independently and as part of a team.
- 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.
- Excellent communication and interpersonal skills.
- Evidence of excellent customer service achievements in a complex delivery environment.

Desirable

- Level 5 diploma in fire engineering design or willingness to work towards.
- Ability to create, test and update process diagrams.

- Proficient use of Microsoft office suite with Intermediate or advanced Excel skills.

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	5142	Amanda Gale	06/2026	07/2026