

Job Description

Job title	Head of Landlord - Fire Safety
Profession	Property Maintenance and Technical Assurance
Band	C
Directorate	Chief People and Transformation Office (CPTO)
Accountable to	Assistant Director - Compliance

Job Purpose:

The role provides strategic direction and organisational assurance for fire and building safety compliance across SNG's property portfolio. Act as SNG's lead expert in this area and ensure statutory and regulatory obligations are met, compliance risks are effectively managed, and robust governance, assurance and continuous improvement frameworks are embedded across the organisation.

The role will provide leadership and direction to the Authorised Person – Fire Safety, Building Safety Management and Fire teams, ensuring robust governance and compliance across fire safety, building safety and fire door inspections. Ensure SNG maintains compliance with all relevant statutory, regulatory and landlord requirements and remain ahead of emerging legislative and regulatory changes through proactive horizon scanning and effective implementation of change.

Acting as the Head of Landlord - Fire Safety, the role will provide strategic leadership and assurance for the management of fire safety across SNG's property portfolio. Ensure that all fire safety responsibilities are effectively delivered, monitored and evidenced, while leading a team of technical specialists to protect customers, colleagues and other relevant persons and maintain compliance with statutory and regulatory requirements.

The role will identify and proactively challenge stakeholders and partners to ensure building safety risks in higher-risk buildings are identified and rectified early, and on an ongoing basis to maintain safety standards for residents. Provide technical guidance and recommendations on all aspects of fire and building safety, with a specific expertise in Fire Safety. Responsible for all associated passive and active safety elements relating to fire and building safety obligations.

Financial responsibility: circa £4million per annum

People responsibility: circa 9 Direct reports; 2 Indirect reports

Autonomy:

Within the broad direction set by the Assistant Director - Compliance and working closely with the Building and Occupational Safety Director to optimise the portfolio to deliver strategic objectives.

Key Accountabilities:

- Responsible to deliver the right outcome for our customer in a safe and timely way.
- Act as a senior technical subject matter expert on all fire and building safety related work streams.
- Work closely with Asset Management, Development and Investment and our Customer facing teams to provide professional oversight.

- Accountable for identifying, assessing and managing fire and building safety risks, taking all reasonable steps to prevent the occurrence of a major incident and reduce the severity of any incident should one occur, in line with statutory and regulatory requirements.
- Provide assurance that statutory fire and building safety obligations are met.
- Oversee fire risk assessment arrangements, fire door and building safety inspections together with the monitoring of remediation activities to ensure overall safety for all relevant persons.
- Accountable for providing a 'safety case report' which demonstrates how building safety risks are being identified, mitigated and managed on an ongoing basis.
- Responsible for horizon scanning to prepare for any new/changes to statutory obligations.
- Lead on informed decision making for projects that are required with an emphasis on customer, and passive / active mitigation in place.
- Review any requested changes against existing system specifications identifying potential overlap and resolving these issues.
- Accountable for registering the building and applying for a Building Assurance Certificate.
- Responsible for ensuring team members meet their obligations to robustly manage and report all building safety related issues of buildings within their control.
- Provide strategic leadership for resident, contractor and colleague engagement on building safety, ensuring robust engagement frameworks are embedded, regulatory requirements are met, and stakeholder feedback informs decision-making and continuous improvement.
- Identify and proactively challenge stakeholders and partners to ensure fire and building safety risks in higher-risk buildings are identified and rectified early, and on an ongoing basis to maintain safety standards for residents.
- Work with Customer and appointed person for fire safety to ensure PEEPS are in place for higher-risk portfolio maintained and updated in accordance with the requirements.
- Collect and analysis information regarding the High-Risk properties to ensure or help eliminate any unknown factors.
- Collaborate with the Asset Management team to undertake monthly reconciliations to ensure that all components within the high-risk residential building's (HRRB) are included within a service and maintenance schedule and these records are available and up to date through the internal system for review and information.
- Ensure secure information boxes are kept up to date with the required information (e.g. plans, building information and evacuation plan, personal emergency evacuation plans).
- Engage with the Building Safety Regulator and the Regulator for Social Housing in a timely and appropriate manner to ensure the provision of all information, requirements, and requests in relation to SNG portfolio are provided in line with the timescales stipulated by the Regulator.
- Liaise and assist with assessors and surveying companies in access the HRRB's. Ensure that remedial actions are appropriate, monitored and completed both to the required standard and within the allocated timeframes and consider mitigating actions where necessary.
- Accountable for maintaining a library of all Regulatory and Legislative Requirements, Safety Related advice notes and retrospective requirements that impact on Sovereign and assess the associated risks.
- Overall responsibility to ensure that data and records relating to fire and building safety regulatory compliance are collated, validated and recorded into our systems.
- Lead the development and oversight of fire and building safety strategies, policies and frameworks.

- Prepare, monitor and deliver individual and team targets against directorate and organisational requirements.
- Prepare the monthly performance reports and provide updates to the appropriate parties and committees as required.
- Monitor and manage spend relating to the budget lines, as applicable.
- Work closely with the Development and Investment team and legal advisors to manage the implications of any identified fire and building safety issues with respect to external parties, such as NHBC or developers.
- Provide leadership on emerging building safety and fire safety legislation, regulatory requirements and industry best practice, influencing strategic decision-making and ensuring the organisation responds effectively to current and future compliance obligations.
- Provide advice and support to the team and the organisation to draft specifications and designs for fire and building safety related systems and activities.
- Represent the team on all internal stakeholder meetings relating to the deliverables of the team's function, future work programmes or performance and programming.
- Ensure the provision of excellent customer service and experience to all stakeholders to maximise customer satisfaction.
- Set and maintain high levels of safe working practices across all property maintenance and improvement services.
- Establish and maintain effectiveness by developing working relationships with all stakeholders, ensuring integrated contribution to SNG's corporate objectives whilst observing SNG's policies, procedures, and ways of working.

Leadership

- Manage the Authorised Person – Fire Safety, Building Safety Management and Fire 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 Authorised Person – Fire Safety, Building Safety Management and Fire 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.
- Be visible and present as a leader within the team, demonstrating professionalism and confidence, always holding self and others to account.
- Demonstrate commitment and energy to the team to motivate and inspire the achievement of results.

General

- Role model SNG's values and leadership behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Proactively promote the Everyone Safe and Well vision and principles, guiding by example to create a positive environment where health, safety and wellbeing are integral values for all colleagues.
- 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

- Excellent demonstrable knowledge and experience of fire and building safety.
- Level 6 Diploma in Building Safety or working towards.
- Practical Fire Risk Assessment (IFE Approved) / Fire Risk Assessment (IFE Approved).
- NEBOSH Fire Safety & Risk Management (Level 3).
- Demonstrable track record of meeting deadlines and 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.
- Experience of working in a residential environment.
- Evidence of commercial acumen with a track record of successful negotiation and successful partnerships where relevant.
- 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. reconciliations).
- Understanding of data breaches, associated implications and industry standards of preventing / triaging a breach.

Desirable

- Evidence of delivering on innovative concepts, utilising future changes in policy to support flexibility in a responsive organisation.
- Experience of managing a multi-disciplined team of Subject Matter Experts.
- Membership of IFE (grades 3-5 or equivalent), or willingness to work towards this with support.

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	5143	Amanda Gale	06/2026	07/2026
2.0				