



Job Title:	Fire Safety Officer
Reports to:	Head of Housing and Homes
Hours:	37.5 hours per week
Salary:	Up to £55,000 (Depending upon experience and qualifications)

Job Purpose:

The post of Fire Safety Officer is a technical role and you will assume the duties and responsibilities related to undertaking Fire Risk Assessments for all SJOG owned, leased and/or managed premises covered under the Regulatory Reform (Fire Safety) Order 2005, as well as the Fire Safety (England) Regulations 2022 and Housing Act 2004.

The key element of this role is competency.

- Fully competent in undertaking Fire Risk Assessments and recording in line with PAS 79;
- Identify and raise awareness of fire safety risk and hazards to relevant service areas;
- Provide technical support as required to the services, including training related to fire safety;
- Support services across the Charity as and when required with specialist advice, adopting a risk based approach;
- Assist in the investigation of fire related incidents and take appropriate action, including liaison with service managers, customers, partners and statutory services.

Key Responsibilities:

Embedding our values

- To actively support, promote and embody the charities values of Hospitality, Compassion and Respect to all those we support, internally and externally
- To act as a representative of SJOG, contributing to professional forums and events and sharing the learning.
- Recognise and respect the diversity on internal and external customers.
- Ensure that people's rights to privacy is respected and that confidentiality is maintained at all times.



Meeting SJOGs Statutory Obligations

- To carry out duties and actions as the 'Competent Person' for the Charity as defined within the Regulatory Reform Fire Safety Order 2005 (RRFSO 2005).
- To be a focal point for guidance and queries on all matters relating to fire safety within the Charity to ensure compliance with all statutory requirements and guidance in regard to building and fire safety.
- To oversee the fire door register for all SJOG owned and managed property.
- To be fully conversant with current fire legislation and relevant codes of practice, British Standards and building regulations, enabling knowledge of the fire safety requirements for persons with reduced mobility, capacity and sensory disabilities.
- To assist with the continuous development, implementation, evaluation and review of SJOG's fire safety strategy, policy, procedures and effective fire safety management practices throughout the Charity to deliver fire safety compliance. Ensuring any future regulatory or legislative requirements are adhered to.
- To develop and manage a robust fire safety management system that ensures the safety of residents, staff, outside agencies, visitors, contractors and other relevant persons from the effect of fire and smoke in and around the charities buildings.
- To develop strong partnership arrangements with the relevant Fire and Rescue Services, Local Authorities and other partners to enable a robust, risk based approach to fire safety is adopted across the Charity.

Supporting colleagues, customers, contractors and partners

- To raise awareness on fire safety in all properties managed, owned and/or leased by SJOG, including providing advice and support to service managers, other colleagues and customers.
- Work effectively with the Health & Safety Manager, to organise, implement, co-ordinate and maintain full and efficient fire prevention, fire precautions and the training of staff in all premises owned and managed by the Charity.
- To work alongside contractors and others to ensure remedial works, repairs or alterations carried out to SJOG managed, owned or leased building meet all statutory and regulatory requirements.



- To establish and Chair a Fire Safety Forum with service managers and other colleagues and partners to ensure SJOGs approach to fire safety is fully embedded across the Charity.

Managing and maintaining accurate fire safety information

- To maintain fire risk assessments for the Charity monitor completion of FRA actions.
- Maintain and provide periodic reports on FRA compliance and risks to the Charity.
- Support the completion of quality assurance, peer reviews and audit on a periodic basis or as and when required.
- To monitor and report expenditure and budget requirements for fire and building safety.

Any other relevant duties

- To undertake any other relevant duties to support the delivery of the service.

Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of level 4 Diploma Certificate in Fire Safety or equivalent (or working towards). 	<ul style="list-style-type: none"> • Member of Professional Body (or willing to work towards)
Experience, Skills and Knowledge	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Provide current evidence of delivering Type 1 FRA's in specialised housing, care homes and premises covered by LACORS. • Knowledge of statutory requirements including Housing health and safety rating system (HHSRS) (holding current qualification), Building Regulations, planning, listed building consent, Construction Design and Management (CDM) regulations, and Energy Performance Certificates • Knowledge of standards and regulations. applicable to the delegated areas of responsibility, this primarily being The Regulatory Reform Order (Fire Safety) 2005, Fire Safety (England) Regulations 2022, DLUHC documentation and Approved documentation including British Standards and LACORS. 	



	<ul style="list-style-type: none"> • Excellent written and numerical skills for producing FRA documentation, and project management of capital and minor works schemes, including planning, designing, procurement and feasibility studies, and the ability to project manage non- complex works. • Good communication and observation skills to undertake inspections of contractors' works to ensure quality is being delivered, and committed to working collaboratively with customers, service managers, contractors and partners and others to achieve positive outcomes. • Well organised and able to prioritise work to achieve outcomes to targets, within the framework of all health, safety and legal requirements of the role. • Competent user of range of technical and IT equipment and software required to carry out role. 	
Self-Development	<ul style="list-style-type: none"> • Demonstrable commitment to Continuing Professional Development (Formal) in relevant fields. • Attend mandatory training. 	
Adaptability	<ul style="list-style-type: none"> • The role will be office based (Darlington) with frequent national travel and the flexibility of homeworking as agreed. • Ability to travel nationally. • A full UK driving licence, access to a vehicle is required. • Disclosure and Barring Service (Enhanced without barring) required. 	