**Job Profile Information: Head of Fire Safety and H&S Delivery**

**This supplementary information for Head of Fire Safety and H&S Delivery is for guidance and must be used in conjunction with the Job Capsule for Job Level 6; Zone 1;**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To lead the prioritisation and co-ordination of the housing fire safety works programme which has projected expenditure of between £10-£20m per annum, the development and delivery of fire risk assessments and provide all health, safety and fire related safety technical leadership across property management. Leading teams of safety, fire and contract managers to ensure safety standards of delivery. This role is accountable for providing higher level technical advice and guidance to the Property Management division.

**Example outcomes or objectives that this role will deliver:**

* Identify the safety hazard profile for the property management division and produce an annual safety plan using a risk based approach to support effective resource allocation to remove the most significant hazards first.
* Lead the programme of 2,937 Fire Risk Assessments, making sure they are analysed and works commissioned in line with the recommendations within the assessments.
* Oversee the development of remedial works programmes for delivery by the Planned Works functions, prioritising works across the capital programme (c. £10-£20m per annum) and co-ordinating delivery across all work streams
* Actively monitor compliance reports and make sure resources are in place to administer FRAs over time and that completed actions are uploaded onto systems
* Lead the development of the H&S and Fire Safety Team making sure that the Council has effectively deployed its resources to administer FRAs and other key compliance duties.
* Identify and implement suitable and sufficient safety standards for the health, safety and fire safety critical systems within the property portfolio.
* Lead on the development and management of all safety risk registers including fire, asbestos, gas, and electrical safety ensuring that proactive risk management is in place and delivered.
* Lead as head of safety profession for the safety related professionals within the property management division. Ensure suitable continuing professional development plans are in place to ensure competent safety advice and guidance is available to the property management division managers and staff.
* Identify and advice on the core competencies required to enable safety delivery across the property management division. This includes the safety critical roles within the division.
* Monitor and lead on legislative and guidance changes to ensure compliance as a minimum standard on all property and facility management safety issues.
* Proactively engage with Borough wide heads of service to ensure that the safe place strategy is being delivered.
* Review all safe systems of work associated with the property management division ensuring that prevention measures are in place and effective.
* Lead the development of risk based safety contract delivery processes ensuring quality of process and close out of work actions.

**Relationships;** *(Nature of relationships and partnerships e.g. internal, external, and level)*

* Report directly to head of Property Planning and Asset Management.
* The role holder will be required to work closely and proactively with service managers across the organisation identifying fire safety requirements and advising on how to meet those requirements.
* Regular contacts will be with colleagues across the Council including HR colleagues, Senior Managers, Council Committees, Members and Lead Members, other Local Authorities, Trade Unions, and a range of internal and external working groups.

**Work Environment :**( Describe the work environment e.g. office based, outdoors etc.):

* The role is one of positive intervention and management support based on specialist knowledge and research.
* The role is required to offer consistent service while coping with stressful situations and fluctuating demands and pressures.
* There is a requirement to work flexibly in response to the demands of the job, which may require dealing with emergency situations and working beyond normal office hours on occasions.

**Technical Knowledge and Experience: (***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

* Degree level safety related or equivalent qualification (general practice or management)
* Desirable requirements:
* Chartered member of the Institution of Occupational Safety and Health or Fellow of the International Institute of Risk and Safety Management or Member of the British Institute of Facility Management or Member of the Institute of Fire Engineers.
* Experience of leading safety within the facility management field.
* Experience in risk prioritisation and hazard profiling in complicated organisations.
* Effective presentation and training delivery.

**Leadership Behaviours**

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| **INSPIRE** |

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| “Our leaders demonstrate the organisational values every day. They are passionate about the services they lead and delivering the vision and outcomes in the Camden Plan. They are authentic, inspirational and engage others through their personal leadership and ability to make the vision meaningful to all. Leaders are highly visible to staff and partners across Camden, have an interest and curiosity about the work of the whole council and ‘make everything their business’. Because they understand the bigger picture and always do things in the best interests of Camden, our leaders can lead different areas and work across the Council. They are recognised as exemplary leaders by organisations beyond Camden.  |

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| **ARE POLITICALLY ASTUTE** |

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| “Leaders demonstrate a wide understanding of the national and local political and economic environment and the perspectives of key stakeholders. They utilise this to shape the vision for the future, influencing the thinking and direction of stakeholders, including Members, partners and residents, and building credibility as a trusted advisor.”  |

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| **DEVELOPS PEOPLE** |

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| “Our leaders identify talent and develop capability so that we have the highly skilled, committed and motivated workforce we need to deliver the Camden Plan. They create a culture of accountability – ensuring all staff, Members and other stakeholders deliver agreed outcomes and act in line with our ways of working.”  |

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| **COLLABORATE** |

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| “Our leaders create the conditions for effective collaboration between stakeholders across Camden. Leaders establish relationships building trust and rapport. They listen to and understand different stakeholder perspectives, and are open and honest with others, be they staff, peers, Members, partners, providers or customers. Our leaders build a shared sense of purpose across Camden, unlocking the borough’s collective resources for the benefit of all. Challenge is accepted and encouraged as a means of delivering the best outcomes.”  |

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| **DRIVE QUALITY AND VALUE** |

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| “Our leaders are ambitious and innovative in their approach to driving high standards, quality and value for money. They trust and respect staff and partners as experts in their work and empower them to be courageous and try new approaches in order to improve services and outcomes for customers.”  |

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| **INFLUENCE** |

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| “Our leaders scan the environment and seek out the latest thinking, tools and technologies across all sectors. They think broadly about how this applies to the Camden context, taking the best of what’s around us to set the future direction for the borough.”  |

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**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

**Deliver for the people of Camden**Has a wide knowledge of the national political environment and anticipates what is likely to be of concern to different stakeholders in future

**Work as one team**Encourages strong team bonds and individuals to be transparent about their work and supportive of each other
Build common understanding of needs and shared goals across different partners

**Take pride in getting it right**
Integrates key points and develops clear strategic alternatives from a mass of disparate data
Able to monitor performance from a high level using management information data and customer feedback

**Find better ways**
Champions a learning culture and encourages others to develop and progress in their careers
Acts on identified barriers that prevent staff delivering the right service, right first time, providing value for money

**Take personal responsibility**Champion a coaching style of management
View situations from multiple perspectives and understand multiple implications

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**

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