**Job Profile Information: Fire Safety Administrator**

**This job profile information for Fire Safety Administratoris for guidance for Job Level 2 Zone 1. Camden Way Category 2.**

**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:**

Support the Property Services Fire Safety team in recording recommendations from Fire Risk Assessments, assigning and monitoring actions to completion, allocating reviews and enquiries from across the council. The post holder will assist in developing the team and delivering improved fire safety to all Camden residents and raising awareness of best practice to staff across directorates.

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

* Provide an effective administrative support function to the Fire Safety and Health & Safety team based in the Property Services Division ensuring that full support is provided in a consistent and professional manner.
* Ensure that recommendations and target dates from Fire Risk Assessments are accurately recorded on the Apex system and actions are allocated to the appropriate teams. Actions are to be monitored until confirmed completion. Actions which are not recorded as complete within timescale are to be escalated to senior officers.
* To provide a support to the team in organising fire safety and H&S training, newsletter content, staff briefings, and other tools to raise awareness of fire safety and Health & Safety, and the legislative responsibilities relevant to staff across the council.
* To positively contribute to the development of the team and accessibility for advice and guidance to other teams across the division and further afield.
* To maintain and update the Fire safety and H&S risk register and report on progress in achieving progress in compliance
* Record Management; accurately update and maintain the property records relating to H&S, Fire Risk Assessments and fire safety to ensure any enquiries, from whatever the source, are readily and accurately responded to, and that ongoing Fire Risk Assessments have all pertinent records.
* To assist in coordinating fire risk assessment inspections with residents, TRAs, estate services, housing management and Members and gaining access to void and/or inhabited dwellings so that full compartmentation surveys can be completed.

**People Management Responsibilities:**

None

**Relationships:**

Communicating with internal staff across all levels, residents, TRAs, Members, consultants and contractors in relation to Fire Safety and Health & Safety.

**Work Environment:**

The role is in an office based environment. Some site inspections will be required to provide an understanding of the Fire Risk Assessment process and H&S matters.

**Technical Knowledge and Experience:**

* Good understanding of ICT systems and software packages, particularly, Intermediate MS Excel and MS Word.
* Ability to produce reports of outstanding actions in clear formats.
* Detail orientated combined with good input and record management skills.
* Ability to work pro-actively to solve problems and able to manage workload and prioritise effectively.
* Ability to develop good working relationships and effective negotiation and communication skills.
* Ability to administer the Fire Risk Assessment process and attention to detail in recording the actions required.
* Ability to liaise with other teams as required including monitoring legal action for non-access and instigating Housing Investigations (when appropriate).
* Customer care principles.
* Experience of using a database such as Rapid or Northgate

**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

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

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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