



Fire Risk Assessor

Job Description

Reports to: Group Head of Health & Safety Officer
Location: 2 Hills Road, Cambridge. CB2 1JP
Hours required: 08:30-17:30 Monday to Thursday, 8:30-17:00 Friday

Company Background

The Encore Property Management Group specialises in the ongoing management of large residential developments, including the effective administration of +£35m of client service charge budgets. Based in Cambridge and with offices in London, Bracknell and Nottingham, Encore works across East Anglia, London, the Home Counties, the South and the Midlands, and has plans for further growth. The Group also consists of separate Facilities Management and Legal businesses, employing over 200 people. Encore prides itself on a commitment to excellence and customer service.

To provide enhanced service to our clients, the Group has created separate internal service companies; EPMG Facilities Management and EPMG Legal, which may also be engaged by our clients if they desire.

The centralised Health & Safety team is responsible for the management of health and safety for the entire group including office staff, site staff and all those on our portfolio of residential estates.

Purpose

The overall purpose of this job is to ensure that the portfolio of estates are risk assessed (Fire & General Risk Assessments) and any actions to mitigate the detected risks are acted and followed up to completion. You will need to be flexible to travel between our offices and estates as required.

As early adopters of the Hackett report we are entering an exciting period of growth and change. Implementing and working to the BS9997:19 standard we are working with a people first focus with true engagement of people and clients.

Although your main focus will be on the fire and general risk assessments, projects will also be included in this position to ensure variety in the role. You will support the Group Head of Health & Safety in particular with the rollout of new policies and procedures, the training of new and existing staff and if required the Encore Approved Supplier process. You will need a flexible approach to the role, with a view to developing new skills and knowledge to undertake a range of tasks within the department.

Responsibilities

I. Fire & General Risk Assessments

- Undertake a programme of fire risk assessments nationally (type 1,2,3 and 4) as required
- Scheduling and co-ordination of inspections to ensure these are carried out to the correct frequency.

- Provide expert advice on all fire safety related matters
- Provide quality assurance guidance across the fire product range
- Keep up to date on current fire safety and fire safety management issues and provide expert advice and support to the business and to clients in respect of said fire safety and fire safety management
- Provide an expert understanding of the framework of the Regulatory Reform (Fire Safety) Order 2005, fire safety (Scotland) regulations 2006
- Provide a technical understanding of complex buildings fire safety, fire emergency plans, fire evacuation plans, separation and compartmentation and residential fire safety
- Have a good understanding of residential fire safety systems
- Produce risk assessment reports and action plans to ensure compliance with regulations. The aim being that you will handle a portfolio of estates which you are responsible for auditing and producing reports and action plans.
- Raising jobs highlighted within the audit in our software systems, Qube, ensure that jobs raised are monitored and the Estate Managers / Area Managers prompted to action these in accordance with the timeframes specified.
- Ensuring that the correct information is passed to our accounts department for billing.

2. Group Health & Safety

- Support the implementation of BS9997:2019 working with the Group Head of Health & Safety.
- Provide advice/guidance in Health & Safety matters such as DSE regulations and manual handling to existing staff. Ensure relevant staff have the correct Personal Protective Equipment (PPE), staff safety handbook/guidelines and that the issue of all material is recorded.
- Ensure all new employees are correctly inducted/trained in the Encore PMG Health & Safety policy and manage the delivery of regular refresher training sessions to all staff, in particular annual training for the Facilities mobile and site-based staff. Produce and collate training materials and training forms.
- Oversee the management of the Group's Accident procedure, ensuring relevant key staff are informed of any accidents when they occur and assisting the Health & Safety Officer with any further investigation of any accidents.
- Monitor and maintain first aid provision across our offices, staffed developments and mobile caretaking teams, ensuring supplies are replenished when used/expired.
- Oversee the routine testing of fire systems and assist with conducting routine fire drills in regional locations.

3. Approved Supplier process

- Assist with updating of supplier details, in particular annual liability insurance details and Health & Safety documentation (H&S policy, risk assessments, etc.) as required
- Assist and support the setup of new suppliers, ensuring that all contractors comply with the Encore Approved Supplier process and supply the correct documentation to comply with insurance and Health & Safety guidelines, as required.

Skills & Experience Required

The successful candidate will present with the following:

Qualifications

- NEBOSH fire as a minimum requirement

- IFE or FPA membership/affiliation is highly desirable

Experience

- 2-3 years relevant business experience is desired but recent graduates or those recently qualified in NEBOSH or IOSH will also be considered.
- Experience of the Qube Property Management software is advantageous but not essential. The successful applicant will be fully trained.
- Extensive experience undertaking compartmentation and fire door surveys as well as fire risk assessments across a range of built environments and developments
- Expert understanding of the framework of the Regulatory Reform (Fire Safety) Order 2005, fire safety regulations 2006
- Strong work ethic, creative problem solving, research and report writing abilities and good knowledge of the regulations
- Demonstrated successful track record of delivering again all the above key responsibilities
- Ability to train staff and residents in residential fire safety.

Skills

- **Excellent time management and prioritisation of tasks:** know which items should be addressed first (biggest impact/risk) while ensuring everything gets done.
- **Excellent computer skills:** be competent in the use of all Microsoft Office programmes.
- **Excellent commercial skills:** demonstrate a savviness and awareness of commercial reality.
- **Excellent people skills:** build good relationships with all members of the Facilities team, the internal clients (Estate Managers) and external contractors.
- **Excellent communication skills:** both verbal and written, with the ability to communicate effectively with others.

Behaviours

- **Accountable:** take personal responsibility for seeing things through to successful resolution.
- **Thorough:** attention to detail, the ability to think things through – not just follow a checklist.
- **Commitment:** take pride in your work and care about your/the team's performance.
- **Mature:** common-sense approach. Remain calm & measured while juggling multiple projects
- **Positive:** an optimistic, can-do attitude that improves team morale.

These are the key responsibilities of the role. There will be other general duties associated with the position. To be eligible, a candidate must be legally able to work in the UK and have a full, 'clean' driving licence.