

Job title:	Fire Project Manager
Directorate:	Asset Management and Regeneration
Date written:	December 2020
Grade:	15
Job code:	2711

Purpose of job

Lead in the delivery of a variety of Fire projects across the organisations whole geographical area utilising approved contractors and internal staff to ensure the organisation complies with its statutory obligations and customer expectations.

Support the Fire Safety Delivery Team Manager in ensuring the safety of our customers, staff and assets in line with the current fire safety regulations and legislation.

Key duties and responsibilities

- Lead on delivery of fire safety programmes, including overseeing completed works comply to the required regulations and legislation, including Section 20.
- Liaise with the Fire Safety Delivery Team Manager on internal and external communication plans relevant to programme delivery.
- Analyse project delivery timeframes and liaise with the Fire Safety Delivery Team Manager.
- Provide regular assurance reports to the Fire Safety Delivery Team Manager in relation to project delivery.
- Progress all works orders and contractor invoice payments to completion in a timely manner maintaining robust financial control. Monitor delivery of projects against agreed outputs and financial performance providing updates on monthly progress to the Fire Safety Delivery Manager.
- Carry out inspections to ensure all works are delivered in accordance with agreed specification and quality standards ensuring compliance with Health & Safety legislation and Abri policies and procedures.
- Undertake and document regular meetings with contractors, suppliers and consultants. Address any issues of performance implementing strategies for improvement where required. Deal with issues of conflict and ensure proper performance of the contract.
- Ensure excellent standards of customer care are applied to each contract. Deal with all relevant customer queries or complaints in a sympathetic, pragmatic and prompt manner as per agreed policies and procedures.

- Ensure that the Administrator sufficiently collects, inputs and maintains compliance system data in accordance with fire safety programmes.
- Engage with other areas of the business in a ‘one team’ approach, sharing knowledge and expertise in support of developing improvements and changes.
- Undertake any other duties commensurate with the position.

Knowledge, skills and experience required

- A good understanding of fire safety and fire delivery when it comes to door set installation, maintenance and fire stopping.
- Proven experience of managing a range of projects within Fire safety preferably within the Housing Sector.
- Effective interpersonal skills, including teamwork, networking and negotiation skills with the ability to positively motivate all stakeholders, whilst building trusted relationships
- A motivated and enthusiastic individual, who can work under pressure and prioritise workloads to deliver an outstanding service to the partnered departments
- Proven track record in managing people with different needs located in multiple locations across the geography of the organisation;
- Possess an industry recognised formal fire safety qualification (level 3 minimum)
- Experience in producing professional written documentation such as Technical Reports, Surveys, Scopes of Works, Instructions and Variations, Project Applications, Financial Forecasts, Project Methodologies and Project Programs
- Experience of contract Surveying, with strong problem-solving skills and a commitment to customer care.
- Understanding of office software packages and an appreciation of the opportunities presented by software designed specifically for maintenance management.
- Full driving licence and access to own transport, or ability to travel in a timely and efficient manner to attend meetings in locations not easily accessed by public transport
- Have an awareness of future changes in fire safety leading on from the Hackett Report, Building Safety Bill and Fire Safety Bill
- Demonstrate our Values and Behaviours

Version	Revision date	Summary of Changes	Author
1		Initial document	Chris Carr

