

JOB DESCRIPTION

Property Risk Officer (Fire)

Directorate and Section/Unit: Corporate Services
Scale / Grade: SCP 6
Reporting to: Property Risk Management Officer
Responsible for: There are no responsibilities for staff.

Main purpose of job:

- To manage the Fire Risk Assessment Programme

Responsibilities, duties and tasks:

- Review existing fire risk assessments to determine whether recommended action has been taken. Advise clients on the priority for implementation of recommendations, in consultation with relevant in-house construction professionals as required. Including visiting sites as necessary.
- Manage the Fire Risk Assessment survey programme to meet performance targets, utilising consultants or in-house staff to carry out the Assessments as resources dictate.
- Receive the FRA from the Fire Risk Assessor and analyse the data to determine that there are no obvious omissions or errors before prioritisation and distribution to Premises Manager
- Assess data and prioritise premises-related works identified in the FRA and prepare briefs describing the structural fire precaution work needed to address the deficiencies, for either in-house staff or consultants to implement the works and prepare the paperwork for allocation through the Project System.
- Compile a programme of work and be responsible for its implementation by the agreed deadlines, using in house teams or consultants to design and supervise the work. Project manage and co-ordinate the work to ensure adherence to legislation and best practice.
- Manage the distribution of the FRA report ensuring that an electronic copy is retained on the database and a hard copy is sent to site.
- Manage the programme for the conversion of fire record drawings into AutoCAD format, within the Risk management team, to ensure a steady supply of survey drawings for conversion
- Provide general advice to Clients regarding the management of fire risks with the emphasis on means of escape in the event of fire.
- To establish and maintain effective working relationships with the Hereford & Worcester Fire and Rescue Service. To be the key liaison officer with the Service on fire safety matters affecting County Council premises.
- Research information relating to Fire Risk to be up to date on any changes to legislation and best practice

Fire Extinguisher Contract

- Manage the fire extinguisher service contract ensuring premises are visited at the frequency specified in the contract documents and confirm the validity of recommendations for additional equipment, monitor the implementation of recommendations by client departments, assist with the implementation, confirm that the work has been satisfactorily completed, audit and certify the invoices.
- Manage client complaints about service contracts to achieve an acceptable outcome for the client.

- Chair quarterly performance monitoring meetings with the service contractor(s).
- Visit sites and carry out quality checks on a sample (10%) of orders to confirm that the recommendations are accurate and that the work has been done correctly

General Duties:

- Support the Property Risk Manager in other related duties. For example, in the management of empty premises. This may occasionally involve some emergency hands-on work for example putting temporary fencing back into position following displacement by intruders.
- Prepare and present training on fire risk management issues as part of a team delivering training to Officers-in-Charge of buildings.
- Maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Officers at all levels in Property Services, designated Officers-in-Charge of buildings within other departments

External: Head teachers, Governors with responsibility for buildings, Hereford and Worcester Fire Authority. Health and Safety professionals in other public bodies

Notes:

This post is subject to a criminal record check under the arrangements established by the Criminal Records Bureau.

The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.