



Home Safety Specialist – Hazards

Reports to: Compliance Manager

Above everything, the safety of people living in our homes is the absolute priority. With more than 6,000 homes and many more customers, this role is all about keeping an unfaltering focus on safety and compliance, The focus for this role is mainly on all the statutory legislation that relates to asbestos management, fire safety, water risk (legionella), hygiene units and lifts. Working closely with customers, senior managers and staff, you'll be, delivering high quality services that are cost effective and in line with the highest of standards.

What we need you to do:

- Together with the Compliance Manager, you'll set key performance targets and milestones for projects and make sure we deliver on everything we promise
- Lead on the main safety and compliance-related areas including fire safety management, asbestos management, legionella, water treatment testing.
- Develop our strategy, policy and procedures on the specialisms above
- Manage programmes of safety and compliance works, understand contract management, contracts and financial project planning and forecasting
- Work closely with customers to plan and deliver projects, seeing that they fully influence the outcomes
- Take part in a rota system (usually one week in every nine) to provide ad-hoc evening and weekend phone support for contractors and customers when emergency situations arise – you might need to attend emergency work eg major fires, floods etc. acting as our representative onsite
- Personally commit to our vision, mission and values and see that we are at the forefront of good practice in the sector by carrying out research and promoting it to colleagues, partners and customers

What you will be responsible for:

- Providing specific technical advice on best practice, industry guidance and relevant legislation(in particular (but not limited to) the specific elements of responsibility)
- Maintaining robust records to provide a clear and transparent account of performance, taking immediate action in areas of poor performance
- Developing effective management systems, control methods and performance information to report progress and confirm compliance to relevant standards and key performance targets
- Commissioning and managing specialist contractors, and consultants
- Supporting our procurement of work, following official procurement processes that ensure best value outcomes
- Producing feasibility studies, option appraisals and project briefs in the development and planning of projects



- Designing and preparing specifications for tenders, formulating budget estimates and scheme costs, seeking approval where required and raising orders for work
- Preparing formal contract documentation, programmes and project plans and other relevant materials in line with our formal procedures
- Reconciling and settling final accounts and valuations, dealing with contractual disputes, extensions of time and variations, issuing relevant certification as appropriate

Where you have come from:

- A place where you managed specifically asbestos, fire safety and preferably legionella related projects and compliance standards, within the Housing sector

What our teams will see in you:

- Someone with thorough expert knowledge of, The Regulatory Reform (Fire Safety) Order, Asbestos Management HSG 264, P405, P402, ACOP L8 and LOLER and a good understanding of M&E industry regulation
- Be a specialist who is qualified, at least to HNC level or equivalent
- Be NEBOSH or IOSH fire safety management qualified either a National certificate or National Diploma
- Someone qualified to undertake fire risk assessments under IFSM or equivalent

As a person, you will:

- IT literate, proficient in Microsoft Word, Outlook, Excel and PowerPoint
- Be confident, independent and approach problems with solutions
- Be self-motivated and keen to find better ways of doing things
- Have great communication skills, both verbal and written, with a confident approach to sharing information and making sure your team is in the know
- Have a full, valid UK driving licence and access to a roadworthy vehicle during work hours