

Job description

JOB TITLE: FIRE SAFETY and HEALTH & SAFETY MANAGER

Department: Corporate Landlord Services

Service: Building Services

Grade: Grade I

Post Reference No: 375

1 Job purpose

Within the Corporate and Neighbourhood Services Health and Safety 'framework', the postholder will manage the Building Services Fire and Health and Safety requirements, ensuring compliance with legislation and industry best practice.

The postholder will act as the nominated Fire Safety and Health & Safety Manager.

The postholder will manage related Fire Safety and Health and Safety for a wide range of Fire Safety and Health and Safety projects. This potentially includes high value and high-risk projects working with a multi-disciplinary team toward the safe and successful completion of projects.

The post seeks to deliver an excellent client-driven service in an efficient, effective and economic manner.

2. Principle Duties and Responsibilities

1. Leading on fire safety and health and safety performance for all operational services within Building Services, ensuring an environment of continuous improvement.
2. To operate as part of the Building Service management team providing strategic direction on Fire, Health and Safety governance through operational and planned delivery activities.
3. Work in partnership with stakeholders to provide expert advice and delivering appropriate solutions and interventions to promote effective risk management and effective working practices.
4. To carry out quality assurance tasks and reviews so that all relevant fire, and Health & Safety at Work Act (1974) works meet the associated legislation

5. To represent the Council externally and develop and maintain an effective professional relationship with regulatory bodies such as the Health and Safety Executive, as appropriate, and promote the Council's links with other authorities, institutions and professional bodies in respect of property-related construction health and safety matters.
6. To undertake such duties as may devolve upon Building Services or may be assigned from time to time by your line manager.
7. To develop and implement a unified approach to Fire procedures across Corporate Landlord Service. This is to include an active CAFM Systems Fire Safety and Health and Safety analysis approach to delivering meaningful positive results in mitigating real risks within the authority.
8. To monitor and review fire risk assessments, COSHH, manual handling assessments ensuring that they are communicated, reviewed and updated as required.
9. To work with Building Services managers, team leaders and colleagues to ensure an 'organisational safety culture' and raising awareness of good practice within the workplace
10. To audit, report and monitor in conjunction with Project Leaders and Contract Administrators, the performance and organisation capability of individuals or companies undertaking relevant roles under Fire Regulations.
11. To mentor selected individuals within the organisation and assist in their development up to the standard of fire officers so they are able to assist in the management of fire notifiable projects and advise others in the application of the Fire Safety Regulations in the management and running of projects.
12. To attend and present reports to health and safety management forums, consultative forums, committees and/or other meetings when required.

3.

All staff are expected to maintain high standards of customer service care in the context of the City Council Core Values; to uphold the Equality and Diversity Policy and Health & Safety Standards and they are to participate in training activities necessary to their post or training directed by others.

All staff are to always maintain a personal and professional image and to follow the staff dress code as required by the City Council's policy.

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4 This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

5 Numbers and grades of any staff supervised by the post holder: 0.

Although not directly managing other colleagues, the postholder will have significant influence over others and management approval to 'stop work' of projects and activities that fail to meet Fire Safety and H&S legislative requirements

Prepared By: Neil Brennan

Date: July 2025

Job Title: Property Maintenance Manager

Signature:

Date:

6 Post holder's immediate supervisor: Property Service Maintenance Manager

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Nottingham
City Council

Personal Specification

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Areas of Responsibility	Requirements	Measurement				
		P	A	T	I	D
Occupational/Technical Qualifications	A NEBOSH Certification in Fire Safety		A			A
Job Specification and Knowledge	Experience of providing expert Fire Safety and Health and Safety within an organisation to a high level.		A			
	Experience in Developing and Implementing Fire Safety Policies and Strategies, including the management of a fire safety system		A	A	A	
	Demonstrate knowledge of current & emerging best practices in Fire Safety and Health & Safety Legislative requirements pertaining to the role.		A		A	
	Experience in the management of contactors delivering Fire Statutory Tasks for an organisation, and auditing experience.		A	A	A	
Experience & Leadership	Proven experience in the management of Fire Risk Assessments.		A		A	
	A minimum of 3 years' experience as a Fire Safety Officer and a Health and safety role		A			A
	Workplace health and safety risk management and assessment		A		A	
	Ability to interpret legislative requirements into actions and understandable instructions for others.			A	A	

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City Council**

Customer Focus	Customer service orientation with an intention to achieve continuous improvement			A	A	
	Demonstrates cultural awareness and sensitivity				A	
Communication	Ability to build effective relationships and communicate with people at all levels.			A	A	
	Demonstrates effective verbal and listening communication skills.			A	A	
	Able to stay calm under pressure, be courteous and firm if dealing with difficult situations.			A	A	
	Knowledge of computers and relevant software applications		A		A	
	Ability to ensure that specific systems are used to maximum potential and effectiveness.		A			
Equality & Diversity	Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Council's Equality and Diversity Policy.				A	
Work Related Circumstances	Ability to visit and inspect live construction sites and highway schemes.				A	
	The post holder may on occasions be required to attend meetings outside normal working hours.				A	

P: Pre-Application

A: Application

T: Test

I: Interview

D: Documentary Evidence

Department: Corporate Landlord Services

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