

## Job description

Post title: Group Leader Fire Safety Team  
Service area: Housing Property Services  
Grade: P09  
Reports to: Technical Services Manager  
Your team: Capital Programme Delivery  
Number of supervisees: 4

## Our ambition

We're determined to make Islington fairer. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

## Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

## Budget responsibilities

The post holder will have budgetary responsibility for approximately £10M per annum.

## Work style

Flexible/Office-Based/Site visits as required

## Primary Job Function

The Group Leader Street Properties Fire Safety is responsible for the overall management and leadership of a team of 11 staff to deliver a range of fire safety works to 4,000 street properties to the value of approximately £10m per annum.

The range of work includes overseeing the detailed surveying and specification writing of works required to Islington's non-estate based housing stock (street properties and mansion blocks), ensuring planning permission is sought and granted where applicable, undertaking the necessary procurement of suitable contractors and taking responsibility for the delivery of works on site.

You will be required to develop and formulate procedure guides, and policy documents for this new high profile area of work, ensuring the requirements of current and changing legislation is met.

It is important to us that all staff be committed to supporting Islington Council's objectives and mission statement, business plans and service delivery plans and be an effective ambassador for Islington Council in dealing with residents, contractors and external agencies.

We value the highest standards of work, multidisciplinary working, performance management, value for money and excellent communications skills are required in order to ensure that projects and programmes we delivery protect our residents and the homes within which they live.

You will interact, liaise, communicate and work well with the colleagues working within the Capital Programme Delivery team and elsewhere in Housing Property Services to provide excellent delivery.

You will need to be suitably experienced and knowledgeable in traditional and modern forms of construction and able to work under pressure and autonomously.

## Key responsibilities

1. Managing and leading a team of project managers, fire surveyors, project liaison officers and technical support officers for the purposes of performance management, absence management, discipline, grievance, change and professional development.
2. Take overall responsibility for the project management of fire safety schemes to the Council's street property housing stock, value of work circa £10m per annum.
3. Resolve complex queries and technical issues escalated up from Senior Project Managers.
4. Develop and carry out feasibility surveys of future years' prospective projects.
5. Develop and maintain effective working relationships with partnering contractors.
6. Liaise with and chair meetings with colleagues from the partnering organisations.
7. Take responsibility for the procurement of fire protection work valued at approximately £16m.
8. Managing the Time Management system that records staff's time input per project to allow the division to evidence the professional fees (11%) charged per project.
9. Contribute to the effective management of the service area's budget management and cost control measures. Manage budgets and practice accounts, providing information as required to the Technical Services Manager. Monitor fees for all projects undertaken by the group on a regular basis, ensure that the group does not overspend its fee allocation and take corrective measures, as necessary. Ensure that individuals within the group work within their time and fee allocations.
10. Contributing to the procurement of larger contracts, in particular the long term partnering contracts valued in the region of £600m.

11. Responsible for managing and developing the team into an effective and accountable service and for maintaining the highest possible standards, including, particularly, multi-disciplinary working, quality management, performance management and best value and ensure that projects and programmes are delivered in time, within budget and to the required quality standards.
12. Take overall responsibility for the investigation and resolution of all complaints that arise as a result of the Street Property Fire safety team.
13. Establish and maintain effective communication with external partnering organisations, residents and colleagues across Islington Council.
14. Establish standards for working practices on site and in conjunction with Islington's Health and Safety team to ensure compliance, on all sites, with Health and Safety law and policy.
15. Where contractual disputes or leaseholder tribunals occur, provide advice and information to colleagues within the department but also across the Council in particular in legal and finance.
16. Assist others to use information technology systems to carry out duties in the most efficient and effective manner.
17. At all times carrying out responsibilities and duties within the framework of Islington Council's Dignity for All policy.
18. Other duties as may be required that are compatible with this role and level of responsibility.

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
1	A recognised construction-related qualification to at least HNC/D level with an extensive track record of experience working in the construction field	Application
2	A recognised construction related professional qualification such as MRICS, MCIQB.	Application
3	A recognised Fire Safety qualification.	Application

### Experience

Essential criteria	Criteria description	Assessed by
5	Experience in managing the quality of large-scale fire remedial projects on residential buildings.	Application/Interview
6	Experience in leading and motivating fire safety teams.	Application/Interview
7	Experience in leading and developing procedures to drive service improvement and value for money.	Application/Interview
8	Extensive report writing skills.	Application/Interview/Test

### Skills

Essential criteria	Criteria description	Assessed by
9	Must be able to demonstrate experience and knowledge of and building design, maintenance, repair and refurbishment in	Application/Interview

Essential criteria	Criteria description	Assessed by
	relation to public sector housing. Ability to write technical reports.	
10	High level communication skills. Ability to appoint, brief, direct and liaise with and monitor staff, contractors and consultants.	Application/Interview
11	Must be able to illustrate creativity to solve building design and maintenance-related technical problems.	Application/Interview
12	Take responsibility for on-going learning and development for self and team.	Application/Interview
13	Ability to lead, motivate and inspire a group of technical staff to achieve Islington Council's goals. Ability to effectively prioritise workload.	Application/Interview
14	Ability to manage the Fire Safety team's budget, to contribute to budget preparations, to monitor and control costs and to ensure that services are provided in a cost effective and competitive manner in accordance with business plans and within a framework of Best Value.	Application/Interview
15	Demonstrate a flexible and constructive attitude. Identifies and facilitates ways of improving the service.	Interview
16	Ability to handle conflict fairly and constructively.	Application/Interview
17	Promotes team working and encourages team discussion and debate.	Application/Interview
18	Ability to deliver results through effective management of all available skills and resources within the team.	Application/Interview
19	Ability to motivate the team to provide a responsive, courteous and professional service to Islington's residents, and to promptly and thoroughly resolve customer problems and queries.	Application/Interview
20	High level of knowledge and practical application of building construction and specification, codes of practice and manufacturers' specialist requirements particularly in relation to fire safety.	Application/Interview
21	High level of knowledge and practical application of building legislation and the Building Regulations.	Application/Interview

Essential criteria	Criteria description	Assessed by
22	High level of knowledge and practical application of building contracts.	Application/Interview
23	Ability to attend evening meetings.	Application/Interview
24	Ability to operate within agreed fee levels and time allocations and responsibility for ensuring that individuals within the group work within their time and fee allocations.	Application/Interview
25	Ability to adhere to the Council's Dignity for All policy.	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
26	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service	Application

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

