Homes in Somerset

Phone: 0800 585 360
Email: jobs@homesinsomerset.org



Property Compliance Fire Safety Lead
Recruitment Pack


















WESTOVER GREEN

Welcome to Homes in Somerset

Dear Applicant,

Thank you for your interest in working with us at Homes in Somerset. This is a great opportunity for an outstanding professional to join us at an exciting time.

As our Fire Safety Contracts Lead, you will play a critical role in keeping residents safe by leading the delivery of fire safety programmes across approximately 10,000 homes. Managing a portfolio of safety-critical contracts and works, you will ensure that actions arising from fire risk assessments, inspections and assurance activities are translated into well-planned, high-quality programmes that are delivered to completion. This is an exciting opportunity for an experienced property professional who is passionate about safety, quality and delivering positive outcomes for residents.

The successful candidate will be joining an organisation committed to colleague engagement, where every colleague is valued and heard. We can offer you excellent professional development, training, and support to enable you to achieve your full potential.

If this role excites you and you are keen to join a passionate team of people working for our customers and a leading Arm's Length Management Organisation (ALMO) then we look forward to hearing from you.

Within this pack are all the details about the role and the recruitment process and key dates. However, if you require any further information or would like to discuss the role, please contact us by emailing Jobs@homesinsomerset.org.

We look forward to receiving your application.

With best wishes,

Julia Paling

Head of People and Communications



About Homes in Somerset

We are an Arm's Length Management Organisation (ALMO) created in 2007. This means we are a wholly owned Council management company responsible for delivering housing management, maintenance and community services for more than 10,000 tenancies and leaseholders on behalf of Somerset Council who retain ownership of the homes.

We ensure good quality; safe homes are provided to the people who need them the most. We also manage current and future development programmes for new affordable homes across Somerset.

Just a few of our accolades include successive Investors in People Gold Award, Domestic Abuse Housing Alliance (DAHA) Gold Accreditation, and the Royal Society for the Prevention of Accidents, (RoSPA) Gold award and we have big plans as set out in recently launched five-year Corporate Strategy as illustrated below:

Our current strategy



Role Profile

Job Title: Property Compliance Fire Safety Lead

Contract Type: Full time, Permanent

Salary: £38,510 - £45,529 (SCP 26 – 33)

Annual Leave: 27 days Annual leave plus bank holidays

Role Purpose

You will lead the commercial, contractual and operational delivery of fire safety works across approximately 10,000 homes. You will ensure that recommendations and actions arising from fire risk assessments, intrusive surveys, inspections, audits, incidents, resident reports, capital projects and other assurance activities are translated into controlled programmes of work and brought to evidenced completion.

You will:

- Lead the organisation's fire safety works and servicing contracts, providing a consistent line of sight from identified risk to completed, verified and closed action.
- Build and maintain an integrated fire safety works programme, balancing risk, legal and regulatory requirements, resident impact, access constraints, available resources and approved budgets.
- Lead contractor mobilisation, performance management and contract administration, ensuring obligations, specifications, programmes, pricing mechanisms, quality standards and reporting requirements are understood and delivered.
- Assure delivery of works including fire doors, compartmentation and fire stopping, communal alarm systems, emergency lighting, smoke control, signage and other measures determined by competent assessment and design.
- Maintain robust records and evidence for each action and work package, supporting the golden thread and enabling clear assurance to senior leaders, residents, auditors and regulators.
- Provide leadership to contract-management and delivery colleagues and coordinate specialist consultants, clerks of works, contractors and subcontractors.
- Work closely with the wider Building Safety & Property Compliance service so that technical decisions, resident engagement, data and delivery remain aligned.

To provide accountable, end-to-end management of fire safety contracts and works, ensuring delivery to the required scope, quality, cost and programme and creating reliable evidence that identified actions have been addressed. The role protects residents, supports statutory and regulatory compliance, and enables informed investment decisions across the housing portfolio.

Key outcomes

- A single, current and reconciled programme of fire safety actions and works.
- Risk-prioritised actions progressed within approved timescales, with overdue items actively escalated and controlled.
- Contracts that are properly procured, mobilised, administered and performance managed.
- Works completed right first time, with proportionate inspection, certification and evidence.
- Accurate forecasts, commitments and expenditure controls across the fire safety budget.
- Residents receive timely, accessible and coordinated information before, during and after work.
- Senior leaders can see demand, progress, exceptions, risks and assurance through clear reporting.

What will I have to do?

Programme and action management

- Establish and operate a controlled route for receiving actions from fire risk assessments and other sources; validate ownership, priority, scope, target date, funding route and evidence requirements.
- Maintain a live works pipeline and delivery plan covering survey, design, procurement, mobilisation, access, construction, inspection, certification and closure.
- Reconcile contractor, compliance and asset information so that no action is lost, duplicated or closed without suitable evidence.
- Use risk-based escalation for stalled, overdue or disputed actions, recording interim controls and decisions with the relevant competent persons.

Contract and commercial management

- Lead day-to-day administration of fire safety contracts in accordance with the relevant contract conditions, organisational standing orders and delegated authority.
- Prepare or coordinate specifications, schedules, pricing documents, tender clarifications, mobilisation plans and contract-management arrangements.
- Chair mobilisation, operational and performance meetings; issue actions, challenge underperformance and track recovery plans.
- Validate applications, valuations, variations and final accounts against completed work, agreed rates, evidence and budget authority.
- Maintain contract risk registers and forward plans, including capacity, supply-chain, access, competency, data and expiry risks.

Works delivery and quality assurance

- Coordinate resident access, surveys and work packages across occupied homes and communal areas, minimising disruption while protecting safety.

- Ensure relevant pre-construction information, designs, approvals, method statements, construction-phase arrangements and handover information are in place.
- Implement a proportionate inspection and quality-assurance regime using competent internal or external resources.
- Prevent unsupported closure by checking that completion records, photographs, certificates, asset data, warranties and defects information meet the agreed standard.
- Ensure defects, non-conformities and latent issues are recorded, rectified and reflected in contractor performance.

Performance, finance and governance

- Develop dashboards covering demand, throughput, ageing, overdue actions, completion quality, access, contractor performance, forecast and spend.
- Prepare concise exception and assurance reports for operational boards, senior leadership, resident forums, audit and governance meetings.
- Manage allocated budgets, forecasts, commitments and accruals, identifying pressure, slippage and opportunities early.
- Support internal and external audit, regulatory engagement and the implementation of agreed recommendations.
- Contribute fire safety evidence and priorities to asset investment planning and business planning.

Resident and stakeholder engagement

- Ensure communication is timely, accessible and proportionate to the nature of the risk and work, with clear points of contact and escalation.
- Coordinate with housing, neighbourhood, tenancy, leasehold, customer contact and complaints teams to resolve access and vulnerability issues.
- Explain planned work, sequencing, constraints and outcomes in plain language to residents and resident representatives.
- Work constructively with fire and rescue services, local authority colleagues, consultants, contractors and other relevant partners.

Leadership and continuous improvement

- Provide clear priorities, supervision and professional support to staff involved in contract and works delivery.
- Set expectations for safety, customer care, record keeping, commercial control and quality; address gaps promptly.
- Develop repeatable procedures, templates, control points and guidance for fire safety works from instruction to closure.
- Capture lessons from defects, incidents, complaints, audits and contractor reviews and turn them into measurable improvements.
- Keep professional knowledge current and ensure changes affecting contracts or delivery are assessed and embedded.

Health, safety and emergency response

- Ensure works are planned and delivered in accordance with organisational health and safety arrangements and the responsibilities allocated under each project and contract.
- Challenge unsafe practice and stop or escalate activity where required to protect residents, colleagues, contractors or the public.
- Participate in emergency or emerging-situation response where fire safety works, contractor attendance or site coordination is required.
- Undertake site visits, including occasional attendance outside normal office hours where operationally necessary.

Working relationships

Internal	Head of Building Safety & Property Compliance; fire safety and compliance colleagues; asset management; repairs and maintenance; housing and neighbourhood teams; resident engagement; procurement; legal; finance; data and digital; communications; health and safety.
External	Fire risk assessors; principal and specialist contractors; designers and consultants; independent inspectors; fire and rescue service; auditors; regulators; manufacturers and certification bodies; residents, leaseholders and representatives.

Decision-making and authority

- Prioritise and sequence works within approved policy, risk and budget parameters.
- Issue contract instructions and approve expenditure within delegated authority.
- Reject incomplete or non-compliant work and require corrective action.
- Escalate unresolved risk, inadequate capacity, material contract failure, significant variation or budget pressure.
- Recommend procurement, extension, remediation, recovery or termination action through the appropriate governance route.

What you will bring:
Knowledge, Skills and Experience

Essential qualifications and professional standing

- A relevant construction, building surveying, fire safety, engineering, project management or contract-management qualification, or substantial equivalent professional experience.
- Evidence of continuing professional development in fire safety, contracts, construction delivery and housing compliance.
- A suitable health and safety qualification or demonstrable competence appropriate to managing construction and contractor activity.
- Full driving license and ability to travel across the housing portfolio, subject to reasonable workplace adjustments.

Essential knowledge

- Strong practical understanding of fire safety in occupied residential buildings and the relationship between assessment, design, remedial works, inspection, certification and ongoing management.
- Detailed knowledge of construction contract administration, specifications, pricing, variations, valuations, defects and performance remedies.
- Sound knowledge of building construction, compartmentation, fire doors and relevant passive and active fire safety systems.
- Working knowledge of the legal and regulatory framework affecting fire safety and building safety in social housing, together with construction health and safety obligations.
- Understanding of procurement, financial control, data quality, audit trails and governance in a public or regulated environment.
- Understanding of resident vulnerability, equality, accessibility and the practical challenges of delivering intrusive works in occupied homes.

Essential experience

- Managing multiple safety-critical contracts or complex planned works programmes across a dispersed housing or property portfolio.
- Turning high volumes of survey or risk-assessment actions into prioritised, funded and deliverable work programmes.
- Managing contractor performance through structured meetings, KPIs, inspections, action plans and contractual remedies.
- Controlling budgets, forecasts, variations and payment processes, with evidence of achieving value and maintaining governance.
- Producing clear reports and dashboards for senior leaders, boards, residents, auditors or elected members.
- Working collaboratively across technical, operational, commercial and customer-facing teams.
- Handling competing priorities and escalating material risk with clarity and sound judgement.

Desirable

- Membership of a relevant professional body, such as IFE, IFSM, CIOB, RICS, CIPS or APM.
- Recognised competence or training in passive fire protection, fire doors, fire stopping inspection, building surveying or contract administration.
- Experience of social housing, local government or another regulated residential landlord.
- Experience of housing asset, compliance, works-order and document-management systems.
- Experience of mobilising new contracts or recovering underperforming contracts.

Skills and behaviours

Capability	What good looks like
Contract leadership	Sets clear obligations, follows through, uses evidence and applies proportionate challenge.
Delivery grip	Turns complex demand into sequenced plans, milestones, owners and visible exceptions.
Commercial judgement	Understands cost, value, risk and contract mechanisms; protects the organisation without losing delivery focus.
Technical curiosity	Asks the right questions, respects competence boundaries and seeks assurance where specialist judgement is needed.
Resident focus	Plans around occupied homes, communicates clearly and responds appropriately to vulnerability and disruption.
Quality mindset	Does not confuse attendance or invoicing with completion; requires verified, usable evidence.
Data confidence	Uses systems and dashboards to reconcile actions, spot trends and support decisions.
Calm escalation	Raises material issues early, clearly and with options, controls and recommended action.
Collaborative leadership	Builds productive relationships while maintaining accountability and professional independence.
Continuous improvement	Standardises what works and converts lessons, defects and complaints into better controls.

How will I evidence my success?

- Fire safety actions have clear ownership, scope, priority, target date, status and supporting evidence.
- The works programme is current, deliverable and reconciled to source systems and contractor information.
- Overdue and high-risk items are visible, actively controlled and escalated through agreed governance.
- Contractors meet agreed service, quality, safety, programme, data and customer standards, or are subject to effective recovery action.
- Completed works have proportionate inspection, certification and golden-thread evidence, with defects tracked to closure.
- Budget forecasts and commitments are reliable, and material variances are explained early.
- Residents and internal customers receive coordinated information and avoidable complaints, missed appointments and repeat visits reduce.
- Audit and assurance activity can trace decisions and evidence from original action through to verified completion.

Indicative performance framework

- Final measures and thresholds should be confirmed through job evaluation, contract baselining and the organisation's assurance framework. The postholder will be expected to own a balanced set of measures covering:
- action ageing and completion against risk-based target dates;
- first-time quality and defect closure;
- evidence completeness and data reconciliation;
- contractor programme, safety and customer performance;
- forecast accuracy, commitments, variations and spend;
- resident access, communication and satisfaction;
- audit actions and continuous-improvement delivery.

Portfolio scale	Approximately 10,000 homes plus associated communal areas and relevant non-domestic spaces.
Contract scope	Multiple specialist fire safety contracts and workstreams, with values and procurement routes determined through approved programmes and budgets.
People leadership	Line management and task leadership arrangements to be confirmed within the final service structure; the role will lead multidisciplinary internal and external delivery resources.
Budget	Accountability for allocated fire safety works and contract budgets within delegated authority; exact value to be confirmed.
Planning horizon	Immediate response and short-term action control, annual delivery planning, and contribution to medium- and long-term investment and procurement plans.
Site activity	Frequent visits to occupied homes, blocks, communal areas and contractor work locations.
Response	Occasional attendance outside normal hours may be required for emergency, high-risk or resident-critical situations.
Vetting / checks	Any required pre-employment checks will be confirmed through the recruitment process.

Accountability statement

The postholder is accountable for the effective management and delivery of assigned fire safety contracts and works. Technical decisions must be made or verified by people who are competent for the specific subject. Where information is incomplete, risk is disputed or competence is not available, the postholder must prevent unsupported closure and escalate through the agreed governance route.

General responsibilities

- Act in accordance with organisational values, policies, delegated authority and standards of conduct.
- Promote equality, diversity, inclusion and accessible services in employment and service delivery.
- Protect personal, commercial and safety-critical information and maintain accurate records.
- Comply with relevant health and safety arrangements and contribute to positive reporting and learning culture.
- Undertake other duties consistent with the level and purpose of the role, following appropriate consultation.

What we offer



We want Homes in Somerset to be a great place to work, where colleagues are proud to work for the organisation. As well as working alongside some amazing colleagues to provide great services to our customers, we offer a range of benefits.

- We recognise the importance of a work life balance and our hybrid working policy allows you to adapt.
- Up to date, modern equipment provided whether working at home or in the office. We also offer a contribution towards the cost of a desk.
- Generous holiday allowance which rises with service.
- You'll be auto enrolled into the Local Government Pension Scheme where we will contribute 17.4% of your salary.
- We pay more than the statutory parental leave and work with you to balance work and life commitments.
- We offer a 24-hour helpline and access to welfare and lifestyle advice, including counselling. We have also supported colleagues to become Mental Health First Aiders.
- Great learning and development opportunities.
- We celebrate success linked to our values including HiS Heroes and long service.
- Access to discounts for sport, leisure, and entertainment activities.

Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	Friday 23 October 2026
Closing date	Sunday 22 November 2026
Shortlisting	Wednesday 25 November 2026
Formal interviews	1/2/3 December 2026

How to Apply

To apply, please visit the vacancies section on our website. Click on the Menu button, and under the section 'Work with Us' you will find Vacancies, open this up, find the relevant vacancy and select the 'apply now' button to complete your application.

All appointments are subject to two satisfactory references, a DBS check and proof of your Right to Work in the UK. If required for the role, access to a vehicle is essential.

Our address should you need it is:

The People Team, Homes in Somerset, Bridgwater House, Kings Square, Bridgwater, TA6 3AR

The closing date for applications is **Sunday, 22 November 2026, at midnight.**

