

Job Title:	Contracts Manager – Fire Safety
Responsible to:	Head of Asset Compliance & Building Safety
Purpose, Vision and Values and what that means for your role.	
<p><i>Our Purpose:</i></p> <p><i>Empowering people is our purpose. We work together by guiding, teaching, and mutual support, cultivating knowledge and confidence to overcome challenge and seize opportunities. By uplifting each other, we extend this empowerment to our customers and communities, contributing to the well-being of the broader society we serve.</i></p> <p><i>In your role, you actively contribute to our purpose by...</i></p> <p><i>Leading the overall development, implementation, management, and reporting for fire safety across Magenta Living. Ensuring that Magenta Living meets all statutory/ regulatory requirements regarding fire safety including any future amendments or inclusions across its entire property portfolio which will include assets that are managed but not owned by Magenta</i></p> <p><i>Our Vision:</i></p> <p><i>Opening doors is all about creating opportunities and eliminating barriers.</i></p> <p><i>Your role is a key to opening these doors, and realising our vision by...</i></p> <p><i>Championing and driving a culture of continuous improvement and positive engagement. Implementing and embedding working practices that enhance the services and the customer experience.</i></p> <p><i>Our Values:</i></p> <p><i>‘Doing the right thing’ is the thread that weaves our actions, decision-making, and connections. Making choices that align with our purpose, vision, and values, and ensuring everyone feels safe and supported.</i></p> <p><i>In your role, you are empowered to do the right thing by...</i></p> <p><i>Promoting compliance, accountability, health & safety, customer care and engagement, ethical business practises, each action demonstrates a commitment to ethical standards and puts people first, ensuring the organisation operates with honesty and integrity at all times. This will build trust and reinforce value in every interaction and decision we make.</i></p>	

Key Responsibilities

1. Be responsible and take ownership for the overall development, implementation, management, and reporting for fire safety.
2. Develop Magenta Livings on-going approach to fire safety.
3. Implement, manage, and report on the day-to-day delivery and performance of fire safety across our entire property portfolio.
4. Ensure that Magenta Living meets all statutory/ regulatory requirements regarding fire safety including any future amendments or inclusions across its entire property portfolio which will include assets that are managed but not owned by Magenta.
5. Be the responsible person/ subject matter expert for Magenta in relation to fire safety.
6. Lead on appropriate procurement, implementation, management, delivery, reporting and performance for these compliance workstreams.
7. Manage a team of people, provide clear, positive leadership, guidance and support that ensures targets are achieved and maintained.
8. Be the driving force for raising compliance awareness within the organisation and externally in a meaningful, clear, and collaborative manner.
9. Identify and champion value for money improvements, including how budgets are developed, allocated and implemented.
10. Adopt a proactive approach to identify and mitigate risks within the remit of this role whilst developing and implement corrective actions in a timely manner which address and mitigate any exposure to non-compliance action across the organisation.
11. Champion and drive a culture of continuous improvement, positive engagement, and respect.
12. Challenge business approaches/ standards which are ineffective/ out of date and take the organisation forward in improving services.
13. Ensure the highest standard of behaviour and customer excellence by taking responsibility for team behaviours and performance. Implement and embed new working practices that enhance the services and the customer experience.
14. Work closely with colleagues, partners, and contractors etc. to ensure a collaborative approach is taken in delivering services whilst being open, honest, fair, and respectful.
15. Be committed to the organisation's principles, vision and values and ensure that all our customers are safe in their homes.

What we need from you!

Qualifications & Knowledge

1. Professional qualification in property/building related area (MIFSM, MCIQB, MRICS, CMIOSH, MBIFM)
2. NEBOSH Fire Safety and Risk Management Certificate or equivalent
3. Certificate of Applied Fire Risk Assessment or equivalent
4. Level 4 Diploma or equivalent in fire safety or related qualification or equivalent
5. Evidence of continual professional experience.
6. High level of knowledge in relation to housing association compliance services, regulation, and best practice.
7. A working knowledge of Health & Safety.
8. A working knowledge of contract management and standard forms of contract
9. Understanding of and use of compliance-based IT systems.
10. Working knowledge of Building Regulations.

Experience

1. Delivering & maintaining compliance-based services to a high standard.
2. Developing, reviewing, and implementing policies and procedures consistent with statutory and regulatory requirements/ best practice.
3. Procurement of works and associated forms of contract.
4. Experience of developing & managing budgets in line with agreed targets.
5. Experience of managing & developing staff.
6. Experience of coaching and mentoring staff and providing leadership to meet team objectives.
7. Experience of involving users in the planning and delivery of services & customer focussed services.
8. Managing consultants and contractors in the delivery of compliance-based services.
9. Providing specialist advice and guidance on compliance-based services.