



## **JOB DESCRIPTION**

<b>Title:</b>	<b>Estates Compliance &amp; Fire Safety Manager</b>
<b>Reports to:</b>	<b>Director of Estates &amp; Facilities</b>
<b>Working closely with:</b>	<b>Head of Facilities, Health and Safety Managers, Building Manager and Project Managers</b>

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### **Main purpose of the job**

The Estates Compliance & Fire Safety Manager is responsible for development, delivery and implementation of the Estates strategic compliance and fire strategy under the instruction of the Director of Estates & Facilities across all the Royal Ballet and Opera sites (Covent Garden heritage site, High House Production Park in Thurrock and Aberdare stores).

To ensure statutory compliance with all Estates and Fire regulations and safe working practices in the delivery of all Estates & Facilities services.

To work to deliver continuous improvement across all activities

### **Main Responsibilities**

- Create, develop and maintain a Fire Safety Management System, including a company Fire Safety Policy, Emergency Procedures, Risk assessments and Emergency Plan to the standards required by legislation, guidance and approved codes of practice.
- Produce an annual fire safety plan to demonstrate fire safety improvements
- Ensure the RBO complies with all Health and Safety regulations and safe working practices as required by current legislation and the Company's Health and Safety Policy and procedures.
- Investigate and compile incident reports in relation to Fire incidents. This information could be utilised in formal internal and external investigations.
- Act as the main interface for the RBO with the London Fire Brigade and other regulatory bodies in relation to fire matters.

- Develop, implement and review estates management control systems to prevent or deal with violations of legal guidelines and internal policies and procedures.
- Develop, modify and implement Estates & Facilities policies and procedures.
- Accountable for delivery of Fire Risk Assessments, leading on any actions required.
- Prepare and deliver reports for senior management and external regulatory bodies as appropriate.
- Responsible for the development and implementation of Estates Health & Safety process and control measures, working closely with RBO Health & Safety department.
- Keep abreast of regulatory developments within or outside of the company as well as evolving best practices in compliance control.
- Recommend and implement remedial actions where necessary and arranging in conjunction with Head of Facilities the accurate recording and maintenance of Estates maintenance, fire safety records and fire safety management appertaining to the workplace.
- Undertake any other relevant duties or reasonable needs as requested by the Director of Estates & Facilities or any member of the senior management team.

### ***Site Knowledge and Operations***

- Ensure building wide knowledge and understanding of the RBO's Estates management, maintenance and fire safety and emergency evacuation systems.
- Develop and implement regular, documented inspections of all areas of the site including RBO properties away from the main building in relation to Estates Compliance and fire safety, making recommendations for improvement and carrying through on required actions with those responsible.
- Organise and run fire evacuation drills.
- Capacity to carry out research on the availability and suitability of products, or systems such as evacuation equipment, fire and evacuation lifts, preventive measures, fixed and portable fire-fighting equipment. Make recommendations on findings to departments.

### ***Fire Training and Advisory***

- Develop a good understanding of the activities of the different departments and sites across the RBO, and their needs in managing fire safety.
- Build and maintain good working relationships with the key managers and Department Heads and raise awareness and understanding of fire safety management.

- Develop and drive forward a rolling programme of fire safety training in line with legislative requirements with relevance to each department / area of the business.
- Ensure personal professional development in line with the requirements of the role in order to ensure RBO, its contractors and tenants continue to comply with the Regulatory Reform (Fire Safety) Order 2005.
- Create a fire risk assessment procedure for productions including briefing and training for stakeholders.
- Provide competent general fire safety advice and offer practical solutions to issues arising.
- Build networks of key contacts and stakeholders (including contractors) across all sites and ensure effective communication/flow of information that can be received quickly and easily understood

### ***Estates Projects***

- Liaise with construction project teams and contractors to ensure the fire engineered design of the site is not compromised by any additions or changes.
- Liaise with Project Managers to ensure construction and engineering projects comply with building regulations and standards.
- Represent the RBO as the Client during major construction work in the Covent Garden building for all fire related matters: review of fire related documents provided by the construction team – ensure that the construction site rules in relation to fire prevention/evacuation are adhered to minimize impact on the RBO activities.

## **PERSON SPECIFICATION**

### **Essential Knowledge/Skills and Experience:**

#### ***Fire Safety & Estates Compliance***

- A thorough working knowledge of and ability to interpret the requirements of the RRFSO FEDRA documentation and any other related legislation, guidance and approved codes of practice.
- Excellent knowledge of fire safety, fire prevention, and building regulations with substantial fire safety experience. Experience in undertaking in depth Fire Risk Assessments. Specialist knowledge of risk management / assessment.
- Substantial experience in a similar management level role within a public facing entertainment environment.
- Ability to undertake research for fire safety products and equipment.
- Ability to carry out complex monthly technical audits across all building engineering compliance.
- Substantial experience of CDM regulation and its implication for the Client.
- In- depth knowledge of the industry's standards and regulations including Fire Safety, Water Safety, Asbestos, Pressure Systems, Confined Spaces, HV/LV and HVAC.

- Trained and working knowledge of H&S legislation and management in the application of FM Services (H&S Certificate/NEBOSH).
- Significant experience leading on estates compliance and fire safety within similar complex environment.
- Significant experience of Hard FM service, measuring and reporting on KPI's and SLA's.
- Specialist knowledge in electrical and mechanical building services.
- Making complex decisions for technical services, e.g. working as Authorised Person for electrical safety, water safety, confined spaces or mechanical engineering.
- Ability to follow through on projects, working to a given brief, with ability to plan and deliver all work to the required scope, budget and timelines.
- Good report writing skills, including analysis and statistical information.
- A positive, flexible can-do attitude in taking on new projects and developing skills and processes.
- Good all round administration skills, including highly proficient MS Office user, able to manage own administrative workload.
- Able to find practical solutions within budgetary constraints.
- Substantial experience of major construction works in a working building.

### ***Professional Qualifications***

- Engineering qualification to degree standard.
- Be a member of the Institute of Fire Engineers.
- Professional recognised accreditation, IEng, CEng.
- A safety qualification to NEBOSH certificate level.
- Specialist qualification in fire safety/fire prevention and training. Relevant qualifications in fire safety training or significant experience.
- The ability to maintain personal professional development through the successful completion of professional qualifications for the benefit of the RBO

### ***Training and Advisory***

- Experience of development and delivery of fire safety training.
- Ability to deliver a Fire safety training to all levels (staff and contractors)
- Ability to provide professional advice to a range of departments and make recommendations.
- Credibility and influence as an experienced professional advisor to be able to operate successfully at all levels, both internally and externally.
- A strong team player and excellent communicator with the desire to share knowledge with others in order to develop their understanding of Estates Compliance and fire safety.
- Supportive and intuitive when dealing with difficult situations.
- Ability to build and sustain quality relationships at all levels with RBO staff
- Professional manner, diplomatic and courteous at all times.
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

