

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Technical Fire Safety Officer	Grade:	P07
Reports to (Designation):	Fire Risk Manager	Grade:	SMG2
Directorate:	HQ&I	Department:	Compliance

Main Purpose of the job:

To act as a technical fire safety specialist and competent advisor on all aspects of fire safety engineering, building safety compliance, and fire risk management across the Council's housing portfolio.

The postholder is responsible for providing authoritative, risk-based technical assurance on fire safety design, construction, and in-occupation performance, ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety (England) Regulations 2022, the Building Safety Act 2022, and relevant statutory guidance and British Standards.

The role will support the fire risk manager on the technical scrutiny, challenge, and approval of fire safety strategies, Fire Risk Assessments, façade risk appraisals, and remediation proposals, ensuring that all fire safety decisions are proportionate, evidence-based, and auditable.

The role carries responsibility for assuring the technical integrity of passive and active fire protection systems, supporting the Accountable Person in discharging their statutory duties, and supporting the fire risk manager in the development, implementation, and assurance of fire safety policies, procedures, and governance frameworks, ensuring they remain compliant, risk-based, and aligned with current legislation and best practice within a complex, high-risk residential environment.

Oversee and quality assure the Fire Risk Assessment (FRA) programme, ensuring outputs are risk-based, proportionate, and fully aligned with statutory and organisational requirements.

Act as a key liaison with enforcing authorities (e.g. LFB), ensuring inspection findings, deficiencies, and enforcement actions are avoided and if necessary, robustly addressed.

Provide technical oversight of passive and active fire protection systems, ensuring fire safety design, installation, servicing, and maintenance regimes meet required standards.

The role will also provide technical leadership in fire safety training across the organisation, including the design, development, and delivery of risk-based, role-specific training packages for internal stakeholders, ensuring alignment with statutory requirements, organisational policies, procedures, and industry best practice.

Summary of Responsibilities and Personal Duties:

Technical Fire Safety & Compliance

- Provide expert technical advice to the Competent Person on fire safety strategy, compliance, and risk management across a diverse housing portfolio.
- Interpret and apply relevant legislation, guidance, and standards (e.g. Fire Safety Order, ADB, BS 9991, PAS 9980) to complex real-world scenarios.
- Review and challenge FRA findings, intrusive surveys, and fire engineering reports to ensure technical accuracy and proportionality of recommendations.

- Develop and implement fire safety management solutions for both existing buildings and new developments.

Fire Risk Assessment Programme

- Manage and quality assure the delivery of FRA programmes, ensuring:
 - Consistency of assessments
 - Clear articulation of risk
 - Prioritisation of remedial actions based on risk and vulnerability
- Track, challenge, and drive completion of remedial actions, ensuring robust audit trails and compliance evidence.

Design, Construction & Building Safety

- Provide technical scrutiny of design proposals, refurbishments, and capital works, including:
 - Means of escape
 - Compartmentation strategies
 - Fire stopping and cavity barriers
 - Fire alarm and detection systems
- Inspect completed works to confirm compliance prior to handover, identifying defects and ensuring rectification.
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Fire Protection Systems

- Oversee the technical performance of active and passive systems, including:
 - Fire detection and alarm systems
 - Emergency lighting
 - Smoke control systems
 - Fire doors and compartmentation
 - Sprinkler installations
- Provide technical input into servicing, maintenance contracts, and system upgrades, ensuring alignment with relevant British Standards.

Fire Incident Investigation & Assurance

- Lead on technical fire incident investigations, identifying root causes, system failures, and control weaknesses.
- Liaise with the LFB on fire investigation.

Policy, Governance & Continuous Improvement

- Contribute to the development of fire safety policies, procedures, and standards, ensuring they reflect current legislation and best practice.
- Support organisational compliance with the Fire Safety (England) Regulations 2022 and emerging regulatory requirements.
- Drive continuous improvement through data analysis, audit findings, and innovation in fire safety management.

Stakeholder Engagement

- Provide clear, authoritative advice to residents, contractors, and internal stakeholders on fire safety matters.
- Liaise with enforcing authorities, consultants, and industry bodies to resolve complex technical issues.

Generic Responsibilities

- Deliver high-quality, resident-focused services.
- Operate in full compliance with Lewisham policies, governance frameworks, and statutory requirements.
- Deliver fire safety advice internally to all stakeholders in housing management, home ownership, asset management and development etc.

Leading

- Ability to deputise for senior fire safety management, providing **credible technical leadership** on complex issues.

Planning & Delivery

- Ability to manage competing priorities across multiple high-risk workstreams with **strong attention to technical detail and risk-based decision-making**.

Communication & Influence

- Strong technical communication skills, with the ability to translate complex fire safety requirements into **clear, actionable guidance** for varied audiences.
- Experience influencing stakeholders in a complex regulatory environment.

Adaptability

- Drives continuous improvement, adapting to evolving fire safety legislation and best practice.

Analysis & Interpretation

- Demonstrates strong analytical capability in interpreting legislation, technical guidance, and fire risk data.
- Provides authoritative advice on statutory obligations and best practice.

Experience

- Significant experience in a **technical fire safety role** within housing or a similarly complex built environment.
- Extensive experience undertaking and reviewing FRAs, including **validation of findings and management of remediation programmes**.
- Strong working knowledge of:
 - Fire Safety Order and associated guidance
 - Building regulations and fire strategy principles
 - Passive and active fire protection systems

Qualifications

- Relevant fire safety qualification Level 4 diploma in fire safety.
- Membership of a professional body (e.g. GFireE, MIFireE, MIFSM, or equivalent).
- Strong technical understanding of building construction and fire behaviour.
- Detailed Knowledge & Understanding of fire engineering principles
- Detailed Knowledge & Understanding of the Building Safety Act 2022
- Evidence of ongoing CPD and commitment to maintaining professional competence.
- Minimum level 4 diploma or equivalent fire safety auditor specific qualification.

Internal Contacts: These include

External Contacts: This will include

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:

Title: N/A	Grade	No of posts
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Number of partially managed staff:

Title: N/A	Grade	No of posts
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PERSON SPECIFICATION

Job Title: Fire Safety Technical Officer

Grade: P07

Department: Fire Safety (Compliance)

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	
Knowledge	
• Minimum level 4 or equivalent fire safety specific qualification.	S
• Membership of a professional body (e.g. GFireE, MIFireE, MIFSM, or equivalent).	S
• Strong technical understanding of building construction and fire behaviour.	
• Knowledge & Understanding of fire engineering principles in line with British standard 7974	
• Detailed Knowledge & Understanding of the Building Safety Act 2022	
• Detailed Knowledge & Understanding of the Fire Safety Order 2005	S
• Detailed Knowledge & Understanding of current fire safety guidance including ADB, BS9991, BS9999, Fire safety in PBF guidance, NFCC sheltered Housing guide. Lacours.	S
Aptitude	
• Membership of a professional body (e.g. GFireE, MIFireE, MIFSM, or equivalent).	
• Relevant fire safety qualification Level 4 in fire safety.	
• Evidence of ongoing CPD and commitment to maintaining professional competence.	
Skills	
Skills can only be used as shortlisting criteria if the skill is to be tested	(To Be Tested – T)
Experience	
Minimum of 5 years' relevant experience in a technical fire safety, fire engineering role within housing or a similarly complex built environment.	S
Experience of working within a regulated environment, including engagement with enforcing authorities (e.g. Fire and Rescue Service, Building Control, or Regulator).	S
Evidence of operating at a senior technical level, providing authoritative advice and influencing decision-making across stakeholders.	S

General Education		
Personal Qualities		
• Demonstrates sound professional judgement, operating with integrity and ensuring all decisions are evidence-based, proportionate, and capable of withstanding regulatory scrutiny.		
• Able to make balanced, defensible decisions in complex situations, applying a pragmatic and proportionate approach to fire safety risk.		
• Maintains a high level of accuracy and diligence when reviewing technical information, ensuring outputs are robust, consistent, and auditable.		S
• Confident in challenging technical proposals, contractors, and stakeholders where required, including in high-risk or contentious situations.		
• Able to clearly articulate complex fire safety matters to a wide range of audiences, including senior managers, residents, contractors, and enforcing authorities.		
• Works effectively across multi-disciplinary teams, fostering positive working relationships while maintaining professional independence.		S
• Actively seeks to improve processes, systems, and outcomes through learning, audit findings, and industry best practice.		
• Responds effectively to changing legislation, emerging risks, and organisational priorities within a complex regulatory environment.		
• Demonstrates a commitment to delivering safe outcomes for residents, recognising vulnerability and duty of care.		
Circumstances		
• Ability to work flexibly, including occasional early/late attendance (e.g. inspections, incidents)		
• Ability to attend site visits across the borough		S
• Willingness to undergo or maintain DBS clearance (if not already covered elsewhere)		
Physical		
Generally candidates must meet the standard Lewisham requirements for the post		

DBS Disclosure Required **Basic** ☒ **Standard** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)