



Property Directorate

MoJ Property Directorate Role Profile

Position	MoJ Property Fire Safety Team – Business Manager
Location	National
Band	HEO
Contract Type	Fixed Term

Overview

The MoJ Property Directorate is a customer focused organisation that exists to enable our customers to perform to their very best. We do this by providing high quality, easy to use services, and working environments that our customers want to work in, which support them to deliver their individual outputs efficiently. Our job is to manage one of the most diverse and complex estates in Government – hosted by the Ministry of Justice (MoJ). Our remit brings together a property portfolio including Prisons, Probation, MoJ HQ and Arm's Length Bodies.

MoJ Property provides specialist services including Facilities Management, Health and Safety, Fire Safety, Security, Technical Design expertise and Sustainability. Additionally, we have dedicated business management teams supporting the entire Directorate and each of our partners is supported by Account Management teams. We are part of the Government Property Profession (GPP) and through active membership and engagement we will work with the Office of Government Property to develop the maturity of the profession and encourage our people to join the GPP. We aim to build our capability through training and recruitment, aspiring to be the best that we can be as individuals and as a Directorate.

We continue to deliver new ways of working across our portfolio leading on the scale and pace of activity for central government. Our approach involves proposing effective solutions, offering dynamic and flexible workspaces, and significantly reducing the cost of the estate.

Team Overview

The Property Fire Safety Business Manager post-holder will be a member of staff within the Property Directorate's Property Fire Safety Team (PFST), which is part of the Property Assurance and Technical Support (PATs) Team and will be directly line managed by Fire Safety Team and Technical Lead.

The post-holder will be responsible for providing Fire Safety technical compliance data from across the MoJ Property estate and Cluster Partners to ensure they are being compliant with relevant fire legislation. PFST also provide fire safety technical advice to support Property Operations including investment programmes in property assets and systems.

The Business Manager triages all requests to PFST for guidance and ensures timely responses are made by advisers. The post-holder maintains the close links between the project suppliers, FM colleagues and site for fire safety strategy and conditioning survey projects that PFST have commissioned.

Job Description, Duties and Responsibilities

Responsibilities will include the following:

- Triage property fire safety mailbox - MoJ / Agencies (HMPPS and HMCTS) and Arms Length Bodies, all requests managed centrally. A key role of ensuring that requests for advice are delivered in a timely manner, in accordance with regulatory requirements to provide competent fire safety advice and guidance.
- Maintenance and tracking of logs to provide legislative assurances that can be verified by each of the advisors for their assigned areas; data provided is used in dashboards for upward reporting.
- Management of the Crown Premises Fire Safety Inspectorate's inspection programme covering the MoJ Property Estate. Key legislative role to ensure inspections are logged, and the outputs are managed through to completion in accordance with the enforcement management model to ensure levels of enforcement do not worsen.
- Crown Premises Fire Safety Inspection programme assurance reporting. A key component of providing fire safety assurance is the development and maintenance of the enforcement dashboard for governance reporting to the Senior Management Teams (SMT).
- Maintaining Fire Incident tracker – maintenance of the fire incident tracker through fire incident reporting, this supports the team to understand where things have gone wrong and prevent a reoccurrence to protect life and property.
- Managing the quality assurance programme – key component of fire safety assurance is understanding and assuring the quality of the reports provided by subcontractors.
- Liaising between project suppliers / FM colleagues / Site security to co-ordinate vetting and security of supplier individuals prior to accessing Custodial sites, ensuring site induction processes are booked and conducted, providing FM colleagues information required to arrange site escorts and co-ordinating schedule of site visits to ensure project meets agreed timelines.
- Crown Premises Fire Safety Inspectorate (CPFSI) Tracker – Excel spreadsheet format, post-holder will upload detail from CPFSI letters – appointments / outcome letters – approximately 50 entries a week. Through regular use of the tracker,

provide user support services to the Team, FM colleagues and improve effectiveness of front-line users in accessing the data in the CPFSI tracker.

- The post holder will work closely with Property Services colleagues to ensure responses back to the inspector(s) are logged, timely and management of the tracker data is available for scrutiny and produce monthly reports raising any risks.
- The post holder will undertake constant monitoring of audit data (CPFSI) to help identify common trends.
- Provide support to fire safety project that PFST have commissioned and are currently being delivered across the NPS portfolio, maintaining the close links between project suppliers, FM colleagues and site for the projects.
- Support due diligence of Suppliers conducting remedial actions that the project reports have highlighted need doing, create dashboards for upward reporting.
- Create data reports for the team lead to present for upward reporting of current fire safety trends and issues, using data from within or from Supplier IT systems.
- Contribute to the creation of monthly dashboards for upward reporting by Team Lead to Head of PATS of current issues and trends.
- Provide administrative support to PFST in monitoring / triaging the central fire safety mailbox - MoJ / Agencies (HMPPS and HMCTS), HO and Arms Length Bodies; allocate enquiries to advisers to action and maintain records of tasks for monthly reporting.
- Oversee completion by advisers of the Fire Risk Assessment Quality Assurance (FRA QA) tracker, maintaining log of reports assured and trend analysis of findings for quarterly meeting with FRA Suppliers.
- Weekly review of Intolerable / Substantial risks as identified through the Fire Risk Assessment process and detail presented in weekly team meeting and monthly report.
- The duties/responsibilities listed above describe the post is not intended to be exhaustive. The post holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary.

Expectations of post holder in executing the role – Post Holders are expected to display a commitment to Continuous Improvement, leading change, and improving performance. All those appointed to new roles in the team must be wholeheartedly committed to these principles and evidence this in their application.

Skills and Experience

- Good guidance and negotiation skills
- The post holder must have or be able to rapidly acquire excellent understanding of the organisation's Information systems
- Good written and oral English communication skills

Essential -

- Good communication skills and the ability to communicate at various levels of the organisation.
- Must have a responsible approach to remote working and be prepared to work under minimal supervision, taking responsibility for outcomes.
- Ability to communicate to a senior audience, adapting style appropriately.
- Good IT skills including proficiency in MS Word, Excel and Outlook.

Behaviours

We will assess you against these behaviours during the selection process:

- Delivering at Pace
- Managing a Quality Service
- Working Together
- Changing and Improving

Flexible working hours

The Property Directorate offers a flexible working system in many teams. Requests for reduced hours contracts will be considered in line with business needs. This post is advertised as Fixed Term and Full Time.

We welcome and encourage applications from everyone, including groups currently underrepresented in our workforce and pride ourselves as being an employer of choice. We are happy to accommodate any reasonable adjustments you may require during the selection process. To find out more about how we champion diversity and inclusion in the workplace, visit: <https://www.gov.uk/government/organisations/ministry-of-justice/about/equality-and-diversity>

Non-civil service candidates will start on the pay band minimum.