

Job Description: Head of Intelligence, Fire Safety (Joint Inspection Team)

Reports to: JIT Team Director
Directorate/team: Joint Inspection Team, Fire Safety (JIT)
Grade: Grade 7

Job Purpose:

To supervise and lead the Intelligence team that coordinates the drafting of reports following JIT site inspections of blocks in host councils' areas. To support the JIT Director in quality control of processes and effective archiving for carrying out Housing Health Safety Risk System (HHSRS) site inspections of unsafe high-rise residential blocks under Housing Act 2004, including carrying out quality checks of written work. Ensuring compliance with requirements under General Data Protection Regulations (GDPR).

Core Accountabilities:

1. Be responsible for preparing for JIT site inspections e.g. obtaining information on blocks from MLCLG casework team, researching internet/planning portals for information on the landlords and on the blocks (materials, design, nature of residents etc).
2. Contribute to the development of networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the Group with local authorities, central Government, partners, and stakeholders.
3. Lead the Intelligence team and work as part of the wider JIT team, contributing towards building a culture of flexible and collaborative team working to ensure that the JIT team meets its business objectives and responds effectively to new or changing requirements.
4. Model the LGA's values and work in accordance with health and safety, equal opportunities, and environmental policies.
5. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Recruit, train and supervise a team of Intelligence Officers.
2. Liaise with host local authorities to facilitate a successful JIT inspection
3. Ensure intelligence information is both provided and archived correctly and accessed appropriately.
4. Obtain copies of enforcement policies of potential JIT host boroughs.
5. Ensure effective quality assurance across all JIT reports before external distribution. Develop and maintain effective quality control processes for the JIT team commensurate with recognised good practices.

Site Inspections & Housing Act 2004

6. Obtain copies of enforcement policies of potential JIT host boroughs.

7. Produce an intelligence summary of block to inform the JIT inspection team on site.
8. Liaise with host local authorities on missing information, advising on key information obtained and gaps/ risks.
9. Ensure intelligence information is archived correctly and accessed appropriately.
10. Obtain copies of enforcement policies of potential JIT host boroughs
11. Advise host boroughs on tracing responsible person/ interested parties for enforcement purposes e.g. freeholder/ leaseholders etc.
12. Ensure evidence handling & processing is carried out appropriately ensuring adherence to legal requirements.
13. Data handling / processing e.g. maintaining photo log, uploading photos to host Local Authority SharePoint site(s), in accordance with best practise and GDPR requirements.
14. Collate risks highlighted and actions required within draft report. Drafting sections of HHSRS assessment relating to intelligence, responsible parties & current fire arrangements as outlined in available documentation.
15. Contribute to the successful completion of the final report e.g. contradictions, unqualified and/or unexplained assumptions.
16. Assist, when required, with advising local authorities on the compilation of Improvement Notices.
17. Collate witness statements of JIT colleagues in preparation for JIT staff attending Tribunals/Court.
18. Check appropriate websites/publications for updates e.g. MHCLG, trade magazines and Government advisory bodies.

Ad hoc

19. Ensure JIT advice and reports is archived securely and appropriately.
20. Liaise with IT over use and development of software packages.
21. Given the unsafe buildings are spread across England, it will be necessary to visit and stay overnight occasionally (not on most inspections).

Relevant Contacts:

LGA:

LGA Managers
JIT Team

Local Authorities:

Senior Officers
Sector experts/professional bodies

Other:

CIEH
MHCLG
Building Safety team

Person Specification: Head of Intelligence, Fire Safety (Joint Inspection Team)

Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent
Knowledge and experience	<ul style="list-style-type: none"> • Experience of service delivery with customers. • Experience of arranging events, involving customers and external stakeholders or site visits or inspections. • Essential to have some understanding of how buildings work, of common disrepair problems, and some fire safety problems within a tall block of flats. • An understanding of the English legal system and experience of appearing in a Tribunal/ Court is an advantage.
Skills and abilities	<ul style="list-style-type: none"> • Ability to supervise, and motivate a team of staff • Excellent interpersonal skills to both motivate others and maximise the effectiveness of a team. • The ability to effectively investigate and research subject areas • Flexible approach to work, with a keenness to adapt to meet changing work requirements. • Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for attention to detail, order and accuracy. • Excellent IT skills, including Word and Excel with the ability quickly to learn new packages as required. • Excellent written skills, with the ability to accurately summarise and convey complex information. • Able to deliver under pressure, prioritising work against competing demands to meet deadlines. • Highly developed written and oral communication skills, and be able to work well within a team and with external stakeholders • A positive, “can do” attitude and the resilience to deliver objectives