
Interim Head of Fire Consultancy

Job Specification

Role: Interim Head of Fire Consultancy
Team: Fire Consultancy
Location: London / South-East
Reporting to: Managing Director of Frankham Risk Management Services
Term: 12-month contract

About Frankham

We are looking for an Interim Head of Fire Consultancy to join Frankham Risk Management Services to steer, support and oversee the Fire Consultancy function for a 12-month period with the potential for extended contract/permanent placement on completion.

Frankham Group is a multi-disciplinary construction consultancy with 40 years of experience, providing a full range of design, engineering, and consultancy services to the built environment.

When you join Frankham we will help you develop your knowledge and apply your skills so that you achieve your full potential. Our investment in training and your professional development, combined with the support and coaching from Frankham team members will help you learn and grow.

Our people are practical, friendly and are passionate about what they do. We believe in enjoying our work, going beyond expectations, and having fun in doing so.

Our belief is simple: *use intelligent ideas to create human benefits.*

Job Summary

- Actualise the existing pipelines of activity and business plans for Fire Consultancy works. Manage the successful delivery of existing fire consultancy projects carried out by FRMS (to include pre-occupation FRAs, compartmentation surveys, fire door surveys, Type 2 and Type 4 FRAs, BS 9997 management reviews).
- To play an active role in the overall FRMS management team supporting on operational, financial and commercial performance whilst being pro-active in tendering for and securing new business opportunities. Ensuring that expressions of interest, fee proposals invoicing and cash collection on all fire consultancy projects is processed in a timely manner and to agreed standards.
- To be proactive in the development of new business opportunities working closely with the Managing Director, Directors and other Associate Directors and Managers.
- Maintain and develop existing clients ensuring repeat business where possible.
- To assist with the interpretation of financial Reporting, in order that the setting and review of revenue forecasts and cost budgets, job profitability, invoicing and aged debtors with all managers and delivery teams can be led, managed and reviewed.
- When required, direct the delivery of quality of existing projects to the satisfaction of clients and making sure that project management processes are in place to deliver business outcomes, profitability and repeat business.

- To ensure that the delivery of the work in such a manner that deadlines are met, the end to end processes are managed and continually improved, that delivery is technically good and complies with current standards and legislation with respect to safety, quality and environment, operational delivery, productivity, customer service and profit.
- Attending client meetings and other engagements in order to ensure excellent customer relationships, KPI's and effective management of projects..

Key Skills and Tasks

Management Abilities

- Ability to manage and oversee multiple fire consultancy projects to ensure business objectives set out in the Business Plan are met.
- Ability to ensure performance, productivity and service is maintained.
- Ability to develop collaborative relationships with the FRMS team at all levels.
- To have interpersonal, motivational, numerical, analytical, self -organisation, planning and control skills
- To ensure that Project Management processes and procedures are in place with all staff and are being actively adopted.
- Understanding of the skills need for monitoring of costs and overall financial and commercial performance.
- Capability to be active in the scoping of briefs with clients.
- Capability to check and verify the manpower resourcing needs for current projects
- Capability to resolve any work issues that could have a negative impact on the client perception of service delivery.
- Flexible approach to ensure KPI's, deadlines and urgent works are addressed at short notice and, if required, outside of normal business hours.

Technical Abilities

- Excellent experience and understanding of the full range of fire safety legislation and guidance to include RR(FS)O (to inc. FSA), Building Regulations, BS standards, Building Safety Bill
- Excellent experience and understanding of the factors affecting the fire safety industry at present, with a specific focus on the residential / social housing sector.
- Robust understanding the technical and design outcome requirements of projects and ability to ensure compliance with the relevant technical and health, safety and environmental standards.
- Ability to be active in the scoping of technical briefs with clients.
- Ability to give input and guidance into design and fee bids with full understanding of estimating and gross margin requirements.
- Good understanding of key reports relating to job profitability, revenue forecasting, invoicing, employee productivity and aged debtors.
- Able to use Microsoft Word, Excel and Power Point to aid the management and administration of the business.
- Excellent communication, negotiation, written and language skills.

About you

- Be enthusiastic, proactive, flexible and adaptive in the pursuit of achieving the planned business goals and targets and change requirements.
- Able to influence and collaborate at all levels and with direct reports.
- Provide others with a clear sense of purpose and direction, stimulating a productive team climate where members participate and feel involved.
- Puts case across with impact and conviction whilst presenting facts clearly and logically.
- Provides feedback and encourage others to contribute ideas and opinions.
- Able to maintain a balance between driving people and releasing their own potential.
- Projects a strong sense of confidence in ability to handle difficult situations and achieve results.
- Displays persistence, determination and energy in overcoming obstacles.
- Full understanding of business activities/ relationships across the Market Sector.
- Ability to network and co-ordinate between varied suppliers and clients.

Qualifications and Training

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| • Professional fire safety accreditation with IFSM, IFE or equivalent | Essential |
| • Professional, recognised fire safety qualification | Essential |
| • Chartered, or equal qualification in an associated work discipline | Desirable |
| • 3 years working in a senior management position | Essential |
| • 5+ years working within the fire safety consultancy industry | Essential |

Remuneration

- Dependent upon experience, qualifications and criteria outlined above.
- £70k - £85k
- 12-months contract with potential for extension / permanent position.
- 3 month termination period.
- Reporting to Managing Director of FRMS

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Hybrid working subject to agreement.
- Cash Plan healthcare benefit.
- Long service award.
- Incentive Payment scheme.
- Frankham Friday.
- Cycle-to-work scheme.
- Death in Service Benefit.
- Annual leave inc. sell, buy & carry-over policies.
- Annual season ticket loan.
- Enhanced maternity & paternity pay.