



JOB DESCRIPTION

Health, Safety, Fire & Security Compliance Manager

FULL TIME WITH FLEXIBILITY REQUIRED | PERMANENT | MONDAY TO FRIDAY

ABOUT US

CIA Fire & Security Limited, part of The Ranger Group, is a leading security business based in Cirencester, Gloucestershire.

Our systems can be seen all over the United Kingdom and parts of Europe. We pride ourselves on installing and maintaining bespoke security and fire protection solutions utilising the latest proven technology.

Since 1982, CIA has evolved from a one-man operation into a successful company with over 80 members of staff. We have developed a strong reputation for providing a fantastic level of service, reliability and uncompromising expertise. This reputation has been earned by recommendations from satisfied customers, local authorities and business providers.

CIA has been successful in delivering a wide range of amenities to clients, supported by a reliable and dedicated 24-hour service team. In extending the operational areas, customer service has been maintained, with particular focus paid to fulfilling client requirements and expectations.

CIA is proud to be BAFE SP203-1 approved and NSI Gold accredited for both security and fire alarm systems. CIA is certified by ISO 9001:2015, which highlights our commitment to excellence. We are on the approved register of installers for over 35 different constabularies within the UK and Ireland.

ROLE OVERVIEW

The Health, Safety, Fire and Security Compliance Manager is responsible for leading and managing the company's health & safety, fire and security compliance function.

KEY RESPONSIBILITIES

- Own, manage and continually improve the company health & safety management system
- Own the internal fire compliance framework for company premises
- Own the compliance evidence framework for security systems, including CCTV, intruder alarm, access control, monitoring and related service activities
- Lead preparation for internal and external audits, including NSI and BAFE
- Regularly visit engineers and sites to audit compliance
- Own and maintain the training and competence matrix for health, safety & compliance

EXPERIENCE & QUALIFICATIONS

- Previous experience in a health & safety, compliance, quality, SHEQ or operational compliance management role essential
- NEBOSH General Certificate or equivalent is preferred
- IOSH Managing Safely or equivalent as a minimum
- Experience preparing for internal and external audits and maintaining structured evidence systems
- Knowledge of NSI Gold, BAFE, ISO 9001 or similar

SKILLS & ATTRIBUTES

- Understanding of fire detection and alarm, and security system compliance documentation
- Strong working knowledge of risk assessments, method statements, site inspections, incident investigations and corrective action management
- Ability to challenge managers and engineers professionally
- Strong report writing, action tracking and document control skills
- Good Microsoft Office skills

BENEFITS

- Competitive salary
- 25 days holiday + Bank Holidays (option for 5 days extra)
- Life insurance
- Private medical insurance

READY TO APPLY?

Send your most recent up-to-date CV and supporting Cover Letter to info@ciafireandsecurity.co.uk