

## M Core Regional HSE & Fire Specialist x 3

### Job Description

Contract:	Permanent
Full Time / Part Time:	Full Time
Hours:	37.5 Hours Monday – Friday 9.00 – 5.30
Department:	SHEQ
Location:	Dedicated Region
Salary:	Negotiable

### **Purpose**

The M Core Regional HSE & Fire Specialist plays a critical role in delivering robust, consistent, and pragmatic health, safety, environmental and fire safety compliance across M Core's property portfolio. This role supports the strategic approach to an enhanced in-house regional model, providing direct technical expertise to M Core Regional Facilities Management (RFM), Property Management (PM) and senior stakeholders. Operating as a trusted subject matter expert, the postholder is responsible for a defined portfolio of properties within their allocated region and will manage health, safety and fire risk activities within this allocated geographic region and support to other regions where required, ensuring legal compliance, proportionate risk management, and continual improvement aligned with M Core's governance, insurance and sustainability objectives.

### **Key Responsibilities**

#### **Health & Safety Compliance & Advisory**

- Provide competent, pragmatic H&S advice to FM and PM teams in line with UK legislation and M Core policies.
- Complete and review site-level Health & Safety Risk Assessments (HSRA) / risk registers.
- Undertake planned and reactive site inspections and audits, producing clear, risk-based reports with prioritised actions.
- Support the maintenance and continuous improvement of M Core's Health & Safety Management System.
- Assist with the development, review and implementation of policies, procedures and safe systems of work.

### **Fire Safety Management**

- Undertake Fire Risk Assessments for Tier 2, 3 and 4 sites in accordance with the Regulatory Reform (Fire Safety) Order.
- Review and manage actions arising from outsourced Fire Risk Assessments.
- Support the implementation and review of emergency plans, evacuation strategies and fire safety arrangements.
- Provide technical fire safety advice to FM, PM and senior stakeholders.
- Support fire safety due diligence during acquisitions and major refurbishments.

### **Asbestos & Statutory Compliance Oversight**

- Oversee asbestos management arrangements across the region, including coordination of surveys, re-inspections and management plans.
- Administer and maintain asbestos records within the MICAD system, ensuring data integrity and audit readiness.
- Provide oversight of other statutory compliance areas, including Legionella (via contractors), CDM, and contractor safety.
- Act as the regional point of contact for statutory compliance queries and escalations.

### **Acquisition & Development Due Diligence**

- Undertake HSE and fire safety due diligence for new property acquisitions.
- Identify material risks, compliance gaps and remediation costs to support informed commercial decision-making.
- Provide input into acquisition reports, ensuring risks are clearly articulated and costed.
- Support post-acquisition integration and remediation planning.

### **Contractor & CDM Management**

- Support and monitor contractor onboarding in line with M Core's Approved Contractor Process.
- Undertake contractor audits and site inspections as part of a risk-based program.
- Provide CDM advice and support to FM and PM teams during works and projects.
- Escalate non-compliance and support corrective action.

### **Incident Management & Investigation**

- Respond to and investigate accidents, incidents, near misses and dangerous occurrences.
- Produce clear investigation reports identifying root causes and corrective actions.
- Track trends and provide insight to support continual improvement.
- Support reporting to senior management and insurers where required.

### **Training, Engagement & Continuous Improvement**

- Deliver health & safety and fire safety training (face-to-face and via digital platforms).
- Support induction and refresher training for FM and PM teams.
- Provide bespoke training and briefings on emerging risks and legislative change.
- Maintain CPD and provide updates on changes in legislation and best practice.
- Contribute to the ongoing development of M Core's in-house statutory compliance capability.

## Person Specification

- Consistent, high-quality statutory compliance across the portfolio.
- Faster response times and improved risk closure.
- Reduced reliance on external consultants and improved cost control.
- Stronger governance, audit trails and insurance confidence.
- Regional HSE & Fire capability scaled for M Core's growth strategy.
- Experience undertaking/reviewing fire risk assessments and health & safety audits.
- Proven multi-site experience within FM, property or built environment sectors.
- Strong working knowledge of UK H&S and fire safety legislation.
- Fire Risk Assessor Accreditation (i.e., IFE, IFSM, or willingness to undertake)

## Qualifications / Training

- NEBOSH General Certificate with Minimum 5 years' post-qualification experience with CPD Evidence
- NEBOSH or NCRQ Level 6 Diploma in Occupational Health & Safety (Desirable).
- NEBOSH Fire Safety / Fire Risk Management or Level 3 Fire Risk Assessment qualification.
- Chartered or Certified IOSH (Cert IOSH minimum; working towards CMIOSH).
- NEBOSH Environmental or IEMA qualification.
- Legionella Risk Assessment qualification.
- Asbestos P402 (or willingness to undertake).
- Auditor qualification. (ISO Standards)
- Training delivery experience.
- Strong IT skills, including Microsoft 365 and compliance systems.