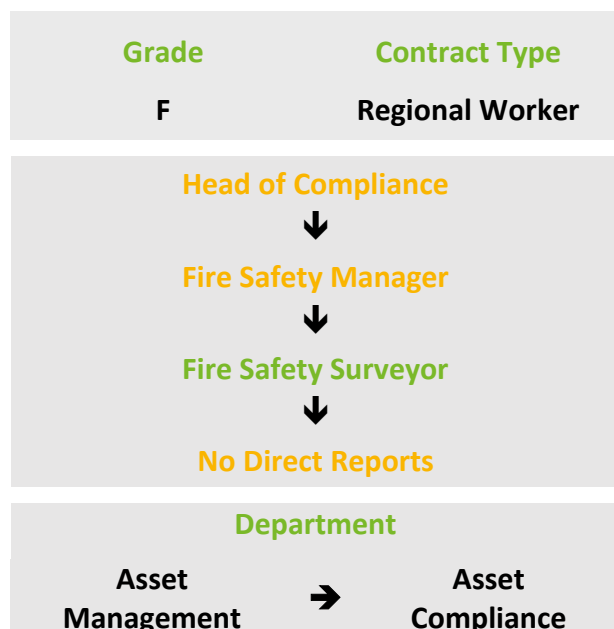


## ROLE PROFILE

# Fire Safety Surveyor



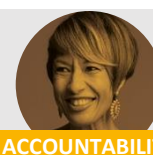
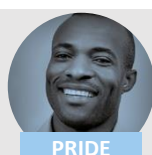
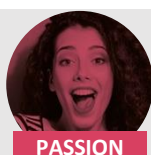
## Role Overview

Support the delivery of our Fire Risk Assessment (FRA) action mitigation/remediation works by completing pre-works, in works and post works inspections (site audits).

## RESPONSIBILITIES

- Technical expert for passive fire prevention works, including compartmentation and fire door works/remediations to ensure compliance with fire safety legislation and the safety of our customers.
- Support with maintaining statutory compliance in line with fire safety legislation.
- Complete inspections for major fire safety works projects and new build developments.
- Work with fire safety contractors, attend contractor meetings ensuring performance and quality of works are to the required standard and compliant with CDM requirements.
- Respond to any urgent fire safety risks identified at any of our buildings, offering guidance to the Compliance Team or other teams including Housing Management and Older People Services, on how to mitigate or remediate those risks.
- Accurate record keeping of all completed visits/inspections, updating Excel Spreadsheets and Housing Management System (Orchard).
- Support with complaint handling including investigations and customer liaison.
- Maintain high standards of customer service with our residents, especially when liaising with customers as part of gain access procedures.
- Support YHG in preparing for new legislation including the Fire Safety Act and Building Safety Act.
- Undertake additional duties appropriate to the role and/or grade.

## Our Values & Competencies



Creating more places for people to thrive and be recognised as a sector leading landlord

## STRENGTHS

- ✓ Ability to apply a risk-based approach to address and remediate fire-related compliance issues
- ✓ Ability to communicate effectively (both written & verbally) with a diverse range of stakeholders
- ✓ Ability to adhere to work schedules and deadlines and manage your time/calendar efficiently
- ✓ Proficient with Microsoft Office including Excel, and preferably with experience in use housing management systems.
- ✓ Excellent relationship building skills with colleagues, residents, contractors and key stakeholders, including the Fire Service

## ESSENTIAL REQUIREMENTS

- ✓ Experience of completing inspections for passive fire safety prevention works or experience of similar fire safety inspections or audits
- ✓ Experience of progressing FRA actions requiring technical surveys
- ✓ Knowledge of fire safety legislation i.e. the Regulatory Reform (Fire Safety) Order 2005 and building regulations (Approved Document B)
- ✓ Working knowledge of building regulations, CDM requirements and fire safety legislation and an awareness of new legislation including the Fire Safety Act
- ✓ Experience of managing or working with contractors delivering fire safety works
- ✓ GCSE English & Maths (or equivalent)

## BENEFICIAL TO THE ROLE

- ✓ Experience of working with vulnerable customers, ideally within a social housing setting
- ✓ Experience of completing fire investigations
- ✓ Contract management experience, including site meetings and audits and issuing and approving work orders
- ✓ Full UK Driving licence and access to a vehicle
- ✓ Level 3 qualification in fire safety such as NEBOSH Fire or IFE accredited fire risk assessment course, or willingness to undertake learning.
- ✓ Previous experience working in an inspector/advisor role specialising in fire safety or social housing.
- ✓ Evidence of completion of FIDIS or BM Trada fire door inspector training or willingness to undertake training