

Role Profile

Job Title:	Fire Safety Surveyor	Grade: 12	Spinal column point range:
Department:	Assets and Property Services	Post no:	
Directorate:	Safer Communities and Housing	Location:	Perceval House

Role reports to:	Fire Safety Manager
Direct Reports:	
Indirect Reports:	Contractors Repairs staff, Consultants Designers Clerk of works
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

JOB DESCRIPTION

PURPOSE OF ROLE:

The Fire Safety Team are responsible for maintaining acquiescence with the Regulatory Reform (Fire Safety) Order 2005 across the entire housing stock working with residents, contractors, enforcing authorities and internal departments to ensure compliance throughout.

The role of a Fire Safety Surveyor will oversee and identify all fire related risks and issues across the portfolio and where necessary, design, arrange and oversee the necessary remedial actions and work packages as well as provide cost analysis on various projects and provide expenditure forecasts whilst assessing all financial risks that the Council could be exposed to. You will be providing expert specialist fire safety leadership, management, support and advice across the department, ensuring fire safety is inspected, managed and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and any other appropriate Health and Safety legislation. There will be a requirement to carry out fire risk assessments and reviews not covered under current contracts to include roof voids, existing passive measures (fire stopping) and type 4 surveys in line with the Regulatory Reform (Fire Safety) Order 2005

KEY ACCOUNTABILITIES:

- Responsible for identifying all fire related risks and issues across the housing portfolio
- Design, arrange and oversee the necessary remedial actions and work packages for fire safety within established deadlines.
- Provide cost analysis on various projects and provide expenditure forecasts whilst assessing all financial risks that the Council might be exposed to.
- Provide expert specialist fire safety support and advice across the department, ensuring fire safety is inspected, managed and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and any other appropriate Health and Safety legislation.
- Be the technical expert in fire safety for Ealing housing stock which is varied in its age and configuration.
- Responsible for carrying out physical FRA reviews in line with the Regulatory Reform (Fire Safety) Order 2005
- Survey and design individual fire-works, schemes or work stream delivery packages and undertake contract administration of borough and area wide contracts.
- Assist (where necessary) in undertaking contract evaluations, both pre and post contract, and prepare evaluation reports .
- Advice and support repairs staff, specialist consultants, designers and clerk of works to ensure compliance with fire safety legislation and the council's fire safety strategy and policies
- Provide technical solutions for fire safety works, and support investment teams in the delivery of major schemes and repair teams and contractors in the delivery of minor works
- Liaise with other professional bodies including Building Control and the Fire Service to include post fire reporting
- Provide professional technical support and expertise to investment and repairs teams as well as other housing staff in all matters relating to fire safety
- Evaluate alternative fire related designs and specifications and lead on design standardisation.
- Lead and delivering expert training to housing staff, contractors and consultants on fire safety and the FRA process
- Lead and delivering on type 4 surveys prior to major works schemes
- Undertake fire risk assessments where necessary where this falls outside of the remit of the FRA contractor. This will include roof voids and car parks.

KEY PERFORMANCE INDICATORS:

- Daily reports are kept and forwarded to the Fire Safety Manager on a weekly basis.
- Health and Safety concerns are raised with the Fire Safety Manager or Health and Safety Manager immediately.
- All quality inspections are recorded in a pre-determined report format and quality checked by the Fire Safety Manager

The Fire Safety Team are currently measured against the current Fire Safety Policy and the Fire Safety Management Plan.

The successful candidate will be measured with regards their contribution to the team's performance through regular 'one to ones' with the Fire Safety Manager based on his/her own personal workplan.

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):

External

- Enforcing authorities to include The London Fire Brigade and HSE
- Council approved contractors
- Any Responsible Person as defined in Article 22 RR(FS)O 2005
- The Council approved Fire Risk Assessment Company and their assessors
- Other Housing groups where residents may be placed in temporary accommodation managed by Ealing
- The Metropolitan Police for issues such as anti-social behaviour that have a fire safety implication
- Council appointed Employer's Agents

Internal

- Residents (to include resident forums)
- Housing (Asset and Property) Department Heads
- All Council staff where their role encompasses-at least in part, a fire safety remit
- Council teams to include Corporate Health and Safety, Emergency Planning, Building Control, Adult Social Services, Enforcement and Planning teams.

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

- Will report directly to Ealing's Fire Safety Manager and will be responsible for managing and assisting in the training of at least one member of directly employed staff who will be responsible for undertaking several similar roles to the Senior Fire Safety Surveyor such as a fire safety trainee or apprentice.
- Will assist the Fire Safety Manager in the decision-making processes required to deliver fire safety projects to include managing budgets.
- Will be influential in the organisation's fire safety policies and procedures and will assist the Fire Safety Manager in ensuring that they remain current and relevant.
- Will work closely with the person designated to administer the clerical duties of the team to ensure the functionality of the Fire Safety Team remains at a high level.
- Will assist the Fire Safety Manager to construct and deliver fire safety policy wherever delegated.
- Although this post will have no direct responsibilities over budgets they will be expected to work with all members of the Fire Safety team to ensure that projects are effectively scoped and remain in budget.

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- 1) You will hold a formal fire safety qualification suitable for the role and you will have extensive knowledge of the Regulatory Reform (Fire Safety) Order 2005 and guidance to accompany the Building Regulations
- 2) Have experience of carrying out fire risk assessments to complex residential properties.
- 3) Have experience in carrying out diagnostic and quality control inspections of building services and construction in buildings and plant rooms as well as having excellent experience of completing detailed schedules of works and fire related specifications
- 4) Experience of delivery of investment schemes, including monitoring works on site
- 5) Experience of staff/contractor management
- 6) Able to work to own initiative and to deadlines whilst also remaining a team player.
- 7) Understanding of risk assessment processes, risk mitigation and its application
- 8) Confident user of ICT, including excel and databases with the ability to record and monitor outputs against agreed targets and performance measures and confident. Produce report things too?
- 9) A detailed level of knowledge of building elements that relate to fire safety: fire doors and compartmentation, means of escape, stopping, fire alarm & detection etc. An ability to undertake type 4 fire risk assessments.
- 10) Experience of policies and process relating to Fire Safety for a Registered Landlord and managing to include the maintenance of residential buildings to include: fire doors and compartmentation, means of escape, smoke extraction, fire alarm & detection, sprinklers etc.

ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION

Applicants should be both experienced in the fire safety field and should hold a relevant qualification in Building Surveying or in fire safety related subjects.

This is to include one or more from the following;

- 1)** A NEBOSH Diploma or equivalent qualification
- 2)** A suitable qualification in Fire Safety such as Level 4, level 5 or degree qualified in a fire safety or fire engineering discipline. I.e. Level 4 Diploma in Fire Safety.
- 3)** A suitable qualification in Building Surveying (preferably degree standard)
- 4)** The Applicant must hold a full UK driving license.
- 5)** Applicant must be in good physical health to enable them to climb ladders, access basements, walk over uneven ground, work at height and enter confined areas such as crawl spaces.
- 6)** Must be able to undertake, supervise and report on type 4 surveys.

Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards