

Fire Safety Surveyor

Assets & Sustainability

Overview	
Role Purpose	Provide technical and fire safety advice to advance the completion of FRA actions by reviewing FRAs and, where required, attending site and creating detailed specifications of work to pass to specialist contractors for completion.
Responsible for	<p>Pre- and post-inspections of work completed by specialist contractors in a defined geographical area.</p> <p>Creation of detailed specifications to be passed to specialist contractors to ensure all aspects of fire safety work are completed to the required standard.</p> <p>Providing advice and technical support to the Fire Risk Officer working alongside you on your patch and other colleagues in the business as well as meeting representatives from the Fire & Rescue Service when required.</p>
Reports to	Senior Fire Risk Surveyor
Line management	N/A
Tier	Tier 7
Expectation Level	Colleague
Role relationships	
Internal	<ul style="list-style-type: none"> The Fire Risk Officer working alongside you on your patch, along with the rest of the Fire Risk team. Operational colleagues impacted by the fire risk works. Development and Regeneration colleagues for advice and technical support with new projects.
External	<ul style="list-style-type: none"> Contractors delivering and consultants providing additional advice on FRA remedial works Fire & Rescue Service for site visits and inspections.

Role accountabilities	
<ul style="list-style-type: none"> Support the fire risk team to deliver the required FRA actions on time and in full. Review FRA actions to ensure sufficient detail is provided to contractors for them to be completed. Where appropriate, consider alternative methods of addressing the fire risk, in addition to the suggestion made by the fire risk assessor, to ensure the most appropriate solution is identified for the benefit of the residents and business. Where additional detail is required to ensure the fire risk identified is fully addressed create a detailed specification which may require site attendance and/or a joint attendance with the contractor. Carry out pre-, mid- and post-inspections as appropriate depending on the works being delivered. Attend contract review meetings, led by the Fire Risk Officer, to provide support and detail on works being delivered by contractors on your patch. 	

Role accountabilities

- Provide support and advice where the works require Building Regulations approval or Planning Permission.
- Deliver services that provide value for money for our residents and business and meet budget expectations.
- Explore innovative ways of delivering services taking advantage of new technology and best practice.
- Deputise for the Senior Fire Risk Surveyor when requested.

General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and hearings in formal processes across the business.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Essential

- Experience of contractor, stakeholder and resident relationship management

Desirable

- Experience of contract management

Professional expertise (know how & experience)

Essential

- Comprehensive knowledge of fire safety and the applicable statutory and regulatory requirements relating to these services.
- Technical skills and experience to create detailed and sometimes complex specifications of work.

Desirable

Skills

Essential

- Effective communication skills
- Relationship management
- Effective IT skills including intermediate MS Office skills

Desirable

- FRA assessor trained

Qualifications and/or professional membership

Essential

- GCSE (or equivalent) Grade A-C in English and Maths.
- Professional member of surveying and/or fire safety body.

Desirable

- A degree or relevant qualification in a relevant discipline.
- Chartered Member of RICS or CIOB

NHG Expectations

NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.

This role is a **colleague** expectation level and therefore you should refer to the **colleague** expectation profile in addition to this role profile.

The full NHG expectations framework is available on our external job site page and intranet, Milo.

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.