



## Job profile

# Fire Risk Assessor

## Grade H

**Group:** Corporate Services & Governance

**Service:** Human Resources & Workforce Development

**Location:** Civic Centre

**Line Manager:** Occupational Health and Safety Manager

**Car User Status:** Casual

### Job Purpose

To assist in the provision of an occupational health and safety service for Gateshead Council and Clients.

### The key roles of this post will include:

1. To carry out detailed fire risk assessments in accordance with nationally recognised guidance to an accepted standard in a timely manner.
2. Provide reports and highlight any remedial actions that are required after undertaking the Fire Risk Assessments.
3. Develop Fire Safety Action Plans and Fire Emergency Plans where required.
4. To provide managers with ongoing professional fire safety advice, covering legal requirements, best practice and problems arising on a day to day basis.
5. To deliver a range of fire safety training courses to managers and employees on a prioritised basis.
6. Liaise with Fire Safety Advisers and the Business Risk & Compliance Manager to deliver risk assessments in line with our service level arrangements.
7. Attending service and client meetings when necessary.
8. Provide technical advice to the managers and clients.
9. To investigate and report on all fire incidents throughout the Council and client's premises.
10. To be aware of legislative changes and ensure compliance with fire safety requirements during all upgrading and refurbishment of buildings.



11. To assist the Occupational Health and Safety Manager in the production of all fire policies and procedures across all sites either owned or occupied by the Council.
12. To support the development of Health and Safety Apprentice in principles of fire safety and risk assessment.
13. To proactively liaise with Trade Unions Safety Representatives and Tyne and Wear Fire Authority on behalf of the client.
14. Such other responsibilities allocated which are appropriate to the grade of the post.

## **Knowledge & Qualifications**

### **Essential:**

#### Knowledge

- Current fire safety legislation, technical standards, trends and best practice.

#### Experience

- Proven and previous experience in the completion of Fire Risk Assessments and reports.
- Delivering fire safety training.
- Communicating effectively at all levels.
- Current UK driving licence and access to a car or means to mobility support

#### Qualifications

- Recognisable and professional qualification in fire safety management and fire risk assessments from credible providers such as the Fire Protection Association, Fire Industry Association and NEBOSH

### **Desirable:**

#### Experience

- Relevant fire safety experience within the Fire and Rescue Service or within a commercial organisation.
- In depth post qualification experience, providing services to large organisations, including the social housing sector.

#### Qualifications

- Diploma in Fire Prevention or equivalent
- Technician membership with the Institute of Fire Engineers



## Competencies

<b>Customer Focus</b>	Puts the customer first and provides excellent service to both internal and external customers
<b>Communication</b>	Uses appropriate methods to express information in a clear and concise way to make sure people understand
<b>Team Working</b>	Works with others to achieve results and develop good working relationships
<b>Making things happen</b>	Takes responsibility for personal organisation and achieving results
<b>Flexibility</b>	Adapts to change and works effectively in a variety of situations
<b>Learning and Development</b>	Actively improves by developing and applying new skills and knowledge and learns from past experiences