**Job Description**

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| **Job title** | Fire Risk Assessor |
| **Grade** | **8** |
| **Service/Team** | Health & Safety |
| **Main purpose of job** | To contribute to the delivery of an effective Health, Safety and Fire risk assessment/advisory service by providing specialist advice on fire safety, organisational review and policy, leading or working on specific projects/cases, to both internal and external organisations and partners. |
| **Key responsibilities** | 1. Support the Health and Safety Manager with the implementation and continuous improvement of the council’s fire risk management system. 2. Carry out detailed fire risk assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005 and preparing associated reports within an accepted standard and in a timely manner. 3. Highlight to relevant personnel any remedial actions that are required after undertaking the Fire Risk Assessments. 4. Support the Health and Safety Manager to ensure there are adequate arrangements for emergency planning and preparedness, including fire evacuation and stay put procedures and that those procedures are adequately tested. |
| **Key tasks** | 1. Assist the Health and Safety Manager in the production of all fire policies, procedures and guidance across all sites where the council has an interest. 2. Provide managers and clients with ongoing competent fire safety advice, including legal requirements, best practice and compliance. 3. Investigate and report on all fire incidents throughout the Council and client’s premises reporting on findings and making recommendations to prevent reoccurrence. 4. Build relationships with key internal and external stakeholders to ensure an excellent fire safety and advisory service is provided to all internal and external clients. 5. Proactively liaise with enforcing authorities such as Tyne and Wear Fire Rescue Service on behalf of the council and clients. 6. To deliver a range of fire safety training courses to managers and employees on a prioritised basis. 7. Attend service and client meetings when necessary. |
| **Responsible for staff/equipment** | Laptop and tablet device |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |