



Fire Risk Assessor

Job description and person specification



Job description – Fire Risk Assessor

Reporting to the– **Qualified Surveyor [Fire Safety – Operations]**

People responsibility:

- Direct reports = 0
- Total employees = 0

Work Location:

Hybrid role with a mix of office-based working and regular travel across the Group's property portfolio. The role will operate across corporate offices and hubs, low and medium-rise residential buildings, complex buildings and higher-risk residential buildings within scope of the Building Safety Act 2022.

Summary of role:

The Fire Risk Assessor is responsible for providing competent, independent fire safety expertise across the Group's property portfolio, ensuring that fire risks are identified, assessed and managed in line with legal and regulatory requirements.

The role plays a key part in protecting customers, colleagues and visitors, and in supporting the organisation to meet its duties as a Responsible Person and, where applicable, an Accountable Person under the Building Safety Act 2022.

Through professional judgement, clear advice and effective collaboration, the role contributes directly to safe homes, strong compliance, effective service delivery and a positive safety culture, supporting the organisation's wider priorities and values.

This role supports the delivery of the following organisational priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things forward
- Live it – Show understanding and compassion

Key areas of responsibility:

- Take ownership for delivering suitable and sufficient Fire Risk Assessments across the Group's portfolio, ensuring assessments are proportionate, evidence-based and legally defensible.
- Ensure fire risk assessments comply with current legislation and guidance, including the Regulatory Reform (Fire Safety) Order 2005 (as amended), the Building Safety Act 2022, Fire Safety (England) Regulations 2022 and relevant British Standards and guidance.

- Provide clear professional judgement on fire risk, ensuring risks are appropriately prioritised and communicated to enable effective decision-making and risk management.
- Contribute specialist fire safety expertise to the organisation's building safety framework, particularly in relation to higher-risk residential buildings.
- Support the maintenance of accurate and up-to-date fire safety information within the golden thread, including information required for Safety Case activity.
- Identify and escalate significant fire safety risks, ensuring these are clearly understood and appropriately managed at the correct level within the organisation.
- Support the organisation in managing and monitoring actions arising from fire risk assessments, working collaboratively with internal teams to ensure timely and proportionate mitigation.
- Act as a subject matter expert on fire safety matters, advising on compliance, risk reduction and best practice.
- Maintain accurate records and evidence to support internal assurance, external audit and regulatory inspection.
- Keep professional knowledge up to date and contribute to continuous improvement of fire safety arrangements and organisational learning.
- Build effective working relationships with key internal stakeholders, including building compliance, health and safety, development, asset management and operational teams, providing clear and accessible advice.
- Engage with external stakeholders such as Fire and Rescue Services, enforcing authorities, consultants and contractors, representing the organisation professionally and credibly.
- Support customer safety by contributing to clear, proportionate and accurate fire safety information and engagement activity where required.
- Handle data responsibly, ensuring accuracy, security, and appropriate use in line with data governance policies.
- Identify and take responsibility for correcting inaccurate data encountered in day-to-day work, escalating where required.

Additional responsibilities:

➤ **Financial responsibility:**

- Responsible for managing and controlling identified expenditure within agreed budgets.

➤ **Health and Safety:**

In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".

- Responsible for ensuring that all of the Group's Health and Safety policies and procedures are fully implemented and adhered to

➤ **Data Protection:**

- To follow the Data Protection principles in all work activity
- To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive, and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification

What do I need to be successful as the Fire Risk Assessor;

- Demonstrates ownership and accountability, taking responsibility for delivering high-quality, reliable fire safety advice (**Own it**).
- Actively seeks opportunities to improve ways of working and adapt to a changing regulatory environment (**Improve it**).
- Shows understanding, professionalism and respect when working with colleagues, customers and partners (**Live it**).
- Works collaboratively across teams and disciplines to achieve shared outcomes.
- A team working ethos with exceptional collaboration skills which motivate and inspire.
- Able to communicate, support the organisation's priorities, culture and purpose.
- Experience of measuring and monitoring effective service delivery and addressing performance concerns or issues.
- The ability to devise or contribute to encourage new ways of working in times of transition. Be consistently positive about new ideas and learning.
- A sound understanding of the challenges facing the housing sector and the regulatory and legal frameworks we operate within. Ensure that business risks are identified, discussed and managed.
- A strong commitment to Equality, Diversity and Inclusion.
- The ability and experience to contribute to any governance or regulatory issues which the organisation may encounter.
- Ability to work at pace.
- Skilled at negotiating and influencing, with ability to apply different techniques to varying situations.
- Able to communicate complex information in a concise and accessible way to a variety of audiences.
- Knowledgeable and up to date regarding technology and digital aspects of portfolio.

Additional specialist skills and qualifications to be successful in this role:

- Recognised Fire Risk Assessment qualification (e.g. NEBOSH Fire Safety Certificate, Level 3/4 Fire Risk Assessment or equivalent). **[Essential]**
- Evidence of ongoing Continuous Professional Development in fire safety. **[Essential]**
- Demonstrable experience undertaking Fire Risk Assessments across residential and non-residential buildings. **[Essential]**
- Strong working knowledge of fire safety legislation and regulatory requirements, including the Regulatory Reform (Fire Safety) Order 2005. **[Essential]**
- Ability to analyse risk, apply professional judgement and communicate clear, proportionate recommendations. **[Essential]**
- Ability to communicate complex technical information clearly and accessibly to a range of audiences. **[Essential]**
- Experience working in a regulated or compliance-focused environment.

[Essential]

- Ability to manage competing priorities and work effectively with minimal supervision. **[Essential]**
- Membership of, or working towards membership of, a relevant professional body. (e.g. IFE, IFSM, IOSH) **[Desirable]**
- Experience of working within social housing or a similar public or regulated sector. **[Desirable]**
- Knowledge or experience of higher-risk residential buildings and the Building Safety Act 2022. **[Desirable]**
- Experience contributing to assurance, audit or regulatory inspection processes. **[Desirable]**
- Full UK driving license (if site visits are required). **[Desirable]**

Training and Development:

In line with our Group values 'Own it, Improve it, Live it' you will receive a role specific training plan to support you in the role of Fire Risk Assessor.

You will be required to complete continuous professional development, to further support your role and the Group.