

Role Profile

Role Title:	Fire Risk Assessor
Department:	Building Safety
Role Purpose:	To undertake Fire Risk Assessments to support in delivering a Fire Risk Management Programme to all relevant Midland Heart stock and to help support and deliver the organisations Fire Safety strategy.
Reporting to:	Fire Safety Manager / Head of Building Safety
Responsible for:	None
Disclosure level:	Standard DBS
Role Level:	Frontline Worker

Key Role Responsibilities	<p>Hold an appropriate accredited fire risk assessment qualification and maintain knowledge through Continuous Professional Development (CPD) or similar on-going training programmes.</p> <p>To undertake and complete Fire Risk Assessments (FRA's) and Fire Risk Assessment Reviews accordance with Midland Hearts planned programme.</p> <p>Liaise with relevant staff to gain knowledge of tenancy issues, customer vulnerabilities, building design and appropriate technical solutions that may affect the FRA of buildings.</p> <p>Undertake Fire Risk Assessments in partnership with Scheme Managers for all Midland Heart Retirement and Supported Living services.</p> <p>Complete and record customer engagement sessions to advise customers of significant findings of Fire Risk Assessments and Reviews, ensuring any customer feedback is recorded and acted upon.</p> <p>Maintain clear records of all visits and outcomes on specified Midland Heart systems/databases.</p>
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	<p>Following the completion of an FRA / Review, issue all housekeeping and reactive repair remedial actions to the appropriate departments.</p> <p>Following the completion of an FRA / Review record all significant findings, highlighting where upgrades may enhance fire safety and to liaise with the Fire Safety Manager and Technical Surveyor to identify and consider solutions.</p> <p>Self-audit own FRAs to ensure they are complete and accurate before submission.</p> <p>Audit remedial repairs undertaken to ensure that the building meets the required standard.</p> <p>Undertake regular review of FRA's and support in the continuous improvement of this service area.</p> <p>Ensure that all IT systems and electronic records are maintained and are complete and accurate at all times.</p> <p>Provide advice, technical guidance and support on fire related matters to managers, staff, customers, visitors and contractors.</p> <p>Ensure that the effectiveness of existing and proposed evacuation plans is monitored on an on-going basis and ensure Evacuation Strategies are clearly, and consistently recorded on Midland Heart records and in published communication.</p> <p>To be responsible for the health, safety and welfare of yourself and other at work and to undertake the health and safety duties outlines in the Midland Heart Health and Safety Policy commensurate with this position.</p>
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Education, Qualifications and Training	<p>Relevant qualification or experience in undertaking fire risk assessments of complex buildings.</p> <p>Commitment to obtaining, or already hold, IFE accreditation.</p> <p>Should have a comprehensive knowledge of the RRFSo.</p> <p>Relevant qualification or experience of Health & Safety in buildings/construction.</p> <p>Hold an appropriate current accredited fire risk assessment</p>
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	<p>qualification taken within the last 3 years.</p>
Knowledge and Experience	<p>Should have at least three years' experience in fire risk assessment and management.</p> <p>Experience of building management.</p> <p>A good understanding of building design methods and the role this plays in fire safety.</p> <p>Worked within a fire safety organisation such as a Local Fire Authority or Building Control Environment.</p> <p>Have proven experience of analysing and diagnosing problems and implementing effective solutions.</p> <p>IT literate, particularly in relation to Microsoft Excel and Database systems.</p> <p>Excellent time management skills with the ability to meet deadlines.</p> <p>Current UK driving licence and access to a vehicle with suitable business insurance.</p>
Role Specific Skills & Behaviours	<p>Have an holistic and pragmatic view to fire safety management.</p> <p>Knowledge of all relevant legislation and best practice in fire risk management in a social housing environment.</p> <p>Knowledge of other legislation relevant to the role.</p> <p>A positive solutions based approach to the role.</p> <p>Be a strong team player, able to communicate effectively with all stakeholders.</p> <p>Understanding of and commitment to the principles of equality and diversity.</p>