

## Role profile

<b>Job Title:</b>	Fire Safety Surveyor	<b>Grade:</b>	12
<b>Department:</b>	Housing Asset Management	<b>Post no.:</b>	TBC
<b>Directorate:</b>	Housing & Environment	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	Fire Safety Manager
<b>Direct reports:</b>	N/a
<b>Indirect reports:</b>	Contractors and consultants

## Job description

### Purpose of role

- The Fire Surveyor is responsible for ensuring all fire safety works are delivered to the required standards and adhere to council policies and procedures.
- To conduct post-work inspections to verify the quality of workmanship and materials used.
- To ensure compliance with Regulation 10 of the Fire Safety (England) Regulations by conducting regular quarterly and annual checks of fire door in multi-occupied residential buildings and providing residents with essential fire safety information.
- To upload all completed certifications to the Compliance Management System promptly for accurate compliance reporting.
- To identify and apply best practices and emerging legislative changes to provide safe and secure homes for tenants.
- To support the management of internal staff and external contractors to ensure timely and high-quality delivery of fire safety works.

### Key accountabilities

1. To support the management of all operational, regulatory, and statutory compliance for all Fire Safety Systems and Equipment.
2. To conduct inspections required under the Fire Safety (England) Regulations and provide oversight.
3. To ensure quality control of the Fire Risk Assessment (FRA) Programme delivery.
4. To keep the Compliance Management System up to date to produce accurate compliance progress reports.

5. To liaise with contractors, consultants, and other relevant departments to ensure all works comply with current regulations and council policies.
6. To coordinate with the Fire and Rescue Service, responding to formal notices and requests for information, including building information and service records.
7. To perform robust post-inspections on completed remedial works by contractors to ensure quality, financial, and program standards are met or exceeded.
8. To provide regular feedback in formal contract performance review meetings to continuously improve service delivery.
9. To travel as required to conduct condition inspections, risk assessments, investigate complaints, and report findings for satisfactory resolution.
10. To maintain continuous professional development (CPD) and stay informed about current regulations and imminent changes.
11. To be available to work outside normal office hours and be on call as needed to address fire safety issues.
12. To undertake any duties commensurate with the role to ensure the effective delivery of the team.

### **Key performance indicators**

- Fire Safety (England) Regulation inspections
- Quality Control Gateway of FRA Programme
- Customer satisfaction
- Health and Safety KPIs
- Monthly progress against programmed work
  - Weekly reports are kept and forwarded to the senior management on a weekly basis.
  - Progress is agreed monthly with the contractor and recorded at the weekly L1 & monthly L2 operational meetings

### **Key relationships (internal and external)**

- Fire Safety Manager
- Building Safety Officers
- Complaints / ADR
- Contractor(s)
- Residents / Leaseholders

### **Authority level**

- Adherence to Health and Safety Policies and Procedures
- Day to day management of quality of fire works

# Person specification

## Essential knowledge, skills, and experience

1. Demonstrable experience as a Fire Surveyor with a focus on performance management and quality of works.
2. Comprehensive knowledge of current and historical fire safety regulations, including legislative and regulatory requirements.
3. Ability to ensure compliance with all mandatory KPIs, policies, and procedures, including Health & Safety and environmental management.
4. Highly proficient in checking and advising on Building Fire Safety Management Plans and fire risk assessments.
5. Skilled in examining and challenging contractor competencies and works, including windows, fire door sets, and fire stopping.
6. Knowledge of building materials used in construction, repairs, and maintenance, and the ability to interpret engineering drawings, method statements, and risk analyses.
7. Experience in preparing and drafting reports, specifications, tenders, and contract documentation, ensuring compliance with British Standards, Codes of Practice, and Building Regulations.
8. Excellent written and verbal communication skills, with the ability to effectively communicate with customers, contractors, and stakeholders.
9. Proven ability to coordinate workloads, prioritise tasks, and work successfully as part of a team.
10. Proficient in using ICT systems and housing management systems, with the ability to provide technical advice to residents.
11. Excellent organisational and time management skills.
12. Able to demonstrate a good understanding and commitment to equality, diversity and inclusion.

## Essential qualification(s) and professional memberships

- Possession of one or more of the following: NEBOSH Certificate in Fire Safety, IFE Membership (preferably with risk assessor accreditation), BM TRADA or FIRAS Certification, a degree in Fire Safety or Building Surveying, Chartered Membership of RICS, IOSH Membership, or CFPS Certification.
- Commitment to continuous professional development
- A clean driving license and possession of a vehicle

## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they will do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>