**Person Specification**



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| Job Title | Fire & Building Safety Officer | | | | Directorate | Housing | | | | |
|  |  | | | |  |  | | | | |
| Post Number | PL260 | | | | Division | Housing Asset Management & Development | | | | |
|  |  | | | |  |  | | | | |
| Grade | 9 | Salary | | £37.938.00 - £40.476.00 | Section | Fire / Compliance | | | | |
|  |  |  | |  |  | |  | | | |
| Criteria (Essential) | | | | | | | Assessment By | | | |
|  | | | | | | |  | Application | Interview | Test |
|  | | | | | | |  | √ | √ | √ |
| Experience | | | | | | |  |  |  |  |
| Extensive experience of managing and controlling technical and construction professionals engaged in property maintenance and facilities management | | | | | | |  | ✓ | ✓ |  |
| Extensive experience of Social Housing repair legislation and Landlords statutory obligations relating to the management of Fire Building safety | | | | | | |  | ✓ | ✓ |  |
| Extensive experience of delivering Social Housing compliance services | | | | | | |  | ✓ |  |  |
| Extensive experience of identifying and developing systems and procedures to improve service delivery in relation to Fire Safety | | | | | | |  |  | ✓ |  |
| Experience of works tendering including JCT contracts | | | | | | |  | ✓ |  |  |
| Understanding of the communal living residential sector | | | | | | |  | ✓ | ✓ |  |
| Experience of delivering FRA building safety works to FIRAS standards | | | | | | |  | ✓ | ✓ |  |
|  | | | | | | |  |  |  |  |
| Qualifications / Training | | | | | | |  |  |  |  |
| A construction related discipline (or HNC in relevant discipline with extensive site supervisory experience) or other equivalent qualifications and willing and keen to undertake specific training to develop specific competency in the role. | | | | | | |  |  | ✓ |  |
| PAS 79-2:2020 & PAS 79-1:2020, Working knowledge of the principles of fire safety & responsible for one particular organization’s fire safety assessment, working knowledge of MHCLG Consolidated Advice note of January 2020, Knowledge Building Regulations in England, guidance in Approved Document B, Knowledge of Regulatory Reform (Fire Safety) Order 2005 , BS ISO 6182-1 | | | | | | |  | ✓ | ✓ |  |
| IOSH Managing Safely certification or equivalent | | | | | | |  | ✓ |  |  |
| Extensive experience of Programme and Project Management of all Fire Safety survey and remediation work | | | | | | |  | ✓ | ✓ | ✓ |
| City & Guilds level 3 qualification Carpentry or similar trade along with good knowledge of fire door requirements and compartmentation | | | | | | |  | ✓ | ✓ |  |
| Qualification in Fire Safety and Risk Management, such as NEBOSH, Fire Protection Association (FPA) would be an advantage | | | | | | |  |  | ✓ |  |
| Good working knowledge of current Building Regulations | | | | | | |  | ✓ | ✓ |  |
| Asbestos Awareness | | | | | | |  | ✓ |  |  |
|  | | | | | | |  |  |  |  |
| Practical Skills | | | | | | |  |  |  |  |
| Good verbal and written communication skills and able to train and motivate staff in adopting new practices | | | | | | |  |  | ✓ |  |
| Ability to communicate at all levels of the Council, including Elected Members, and with external organisations, translating complex technical information in to concise jargon free terms | | | | | | |  |  | ✓ |  |
| Accurate and methodical approach in planning projects and undertaking research | | | | | | |  | ✓ | ✓ |  |
| Ability to work to targets and deadlines | | | | | | |  |  | ✓ |  |
| Highly computer literate and thorough understanding and appreciation for ICT systems and an ability to compile/analyse/interpret statistical data | | | | | | |  | ✓ | ✓ |  |
|  | | | | | | |  |  |  |  |
| Personal Qualities and Attributes | | | | | | |  |  |  |  |
| Ability to work as a team member and able to motivate, supervise, support and enthuse others | | | | | | |  | ✓ | ✓ |  |
| Act independently when required and demonstrate high levels of initiative and innovation | | | | | | |  | ✓ | ✓ |  |
| Effective problem solving & organisational skills | | | | | | |  |  | ✓ |  |
| Able to follow procedures and develop and refine systems to improve their effectiveness | | | | | | |  |  | ✓ |  |
| Flexible and willing to work outside core office hours | | | | | | |  |  | ✓ |  |
| A knowledge of Equality & Diversity issues | | | | | | |  | ✓ | ✓ |  |
| To lead by example, giving clear instruction and motivating staff to achieve goals | | | | | | |  | ✓ | ✓ |  |
| Ability to confidently interact with and influence senior officers, team members and other external stakeholders including customers, Elected Members and members of the public | | | | | | |  |  | ✓ |  |
| Able to work under pressure, prioritise own and others workload and work beyond normal working hours to meet deadlines | | | | | | |  | ✓ | ✓ |  |
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| Prepared By Noel Creaton | | | | | | | | | | |  |
| Date | | | Reviewed by Steven Ward January 2025 | | | | | | | |
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