



Trainee Fire Risk Assessor

Salary: Band 5 - £27,346 - £29,170 p.a.

Hours per week: 37

Location: Role is office based (Civic Offices, Portsmouth) however you will need to travel as required between PCC Assets in Portsmouth, Havant, Gosport, Fareham and Winchester

Contract type: Permanent

Job Purpose:

We are looking for a Trainee Fire Risk Assessor to join Building Services to work within our Fire and Building Safety Team to deliver Fire Risk Assessments, Fire door inspections and Premises Information Box (PIB) inspections.

Candidates must be enthusiastic, good communicators and have attention to detail, being able to manage their work and implement the training provided to them.

This is an excellent opportunity for a candidate who is considering a career in Fire Safety at an entry level, or someone that is contemplating a career change. There may be opportunities for the right candidate to progress in the future to the Assistant Fire Risk Assessor and Fire Risk Assessor roles.

What can we offer?

We will provide full training to develop your current abilities to enable you to effectively carry out the role. Our experienced team, including Assistant Fire Risk Assessors, Fire Risk Assessors and Building Safety Manager will provide guidance and advice at all stages while you work alongside fellow Trainee Fire Risk Assessors within the team.

You will have opportunities within the team to gain fire safety experience whilst studying part time towards a Level 3 qualification in Fire Safety & Risk Management, Level 3 qualification in Fire Door Inspection and support to gain student membership to the Institute of Fire Safety Managers (SIFSM).

You will have opportunities within the team to build on your knowledge and develop. Portsmouth City Council may support you with further development and training. For the right person, progression in the future to an Assistant Fire Risk Assessor role may be possible.

What is the role?

Sitting within the Housing, Neighbourhoods and Building Services directorate, you will be directly reporting to the Building Safety Officer; Supporting the delivery of Fire Risk Assessments, Fire Door and PIB box inspections throughout the housing and corporate portfolios, including providing remedial actions.

The service sits within the Fire & Building Safety Team, who are responsible for overseeing fire and building safety. This includes structural safety and fire safety to our high-rise buildings in accordance with the Building Safety Act 2022 and fire safety for our 17,000 housing stock and 900 corporate buildings.

The Fire & Building Safety Team forms part of the wider compliance service who have responsibility for overseeing compliance activities for the 17,000-housing stock and 900



corporate buildings within the HRA and GRA portfolios. The compliance activities cover gas safety, electrical safety, asbestos management, water hygiene, M&E servicing and repairs and Lift Servicing and Repairs.

The range of duties undertaken in the role will be varied and ensure the running of an efficient and effective services. Tasks may include but are not limited to;

- Undertaking Fire Risk Assessments, Fire Door and PIB Inspections
- Uploading the required outcomes onto our bespoke Repairs & Maintenance database
- Undertake other tasks related to fire safety as required within the team

Who is the person?

The ideal candidate is someone who will:

- Have an ambition to work in the built environment and have a strong desire to work towards becoming a Fire Risk Assessor.
- You will be willing to work towards a Level 3 qualification in Fire Safety / fire risk assessment, i.e. NEBOSH Certificate in Fire Safety
- Can work independently, are well organised and able to prioritise and manage multiple demands as appropriate
- Have an interest in buildings and demonstrate some knowledge or experience that can be related to the service we provide
- You will need to have 5 GCSE Grade A-C or 5-9 or higher including Maths and English
- Have excellent communication skills, including: The ability to effectively communicate with internal and external stakeholders regarding the importance of Fire Safety, speaking to customers and stakeholders face to face and via telephone to explain the purpose of your visit & being assertive while dealing professionally with colleagues, service users, third parties and contractors
- Display attention to detail to ensure that accurate information is recorded whilst undertaking survey works.
- Be organised, methodical and have an eye for detail when undertaking surveys.
- Have computer skills to enable you to update our stock database efficiently and be able to use MS Word and MS Excel.
- Able to work as part of a team to ensure a smooth delivery of the service and be flexible in being able to adapt to the needs of the team.
- Have a positive attitude towards work, be resilient, embrace change and actively work with your colleagues to improve the service offered to customers.



- Be able to use information to problem solve, risk assess, ensuring customers and colleagues health and safety
- You will need a full driving license and use of a car as the role will cover all the PCC Housing areas. You will be required to carry equipment and to undertake surveys and provide proof of vehicle insurance that covers business usage.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).