

Apprentice Surveying Technician (Fire Safety) (Level 3)
- Building Services
Job Pack



Job Profile - Apprentice Surveying Technician (Fire Safety) (Level 3)

- Pay range Band 5 - £25,652 - £27,363 p.a.
- Contract: Fixed Term Contract for 30 months due to apprenticeship length
- Line manager HRA Building Safety Manager
- Directorate Housing, Neighbourhoods and Building Services
- Location Role is office based (Civic Offices, Portsmouth) however you will need to travel as required between PCC Assets in Portsmouth, Havant, Gosport, and Winchester

Job purpose

We are looking for a Surveying Technician to join Building Services to work within our Building Safety Team to deliver Fire Risk Assessments, Door Surveys and support in the delivery of Fire Safety Works across our portfolio.

Candidates must be enthusiastic, good communicators and have excellent attention to detail, being able to manage multiple demands and workstreams arising from the service.

This is an excellent opportunity for a candidate who is considering embarking on a career in building surveying and more specifically Fire Safety at an entry level, or someone that is contemplating a career change. There may be further opportunities to develop your career with Portsmouth City Council following successful completion of the apprenticeship.

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 Building Surveyors will provide guidance and advice at all stages while you work alongside our existing apprentice team.

You will have opportunities within the team to gain building surveying experience whilst studying part time towards a Level 3 Diploma in Surveying and following a successful end point assessment you will become an associate member of the Royal Institute of Chartered Surveyors (AssocRICS). Portsmouth City Council will also support you with achieving a Level 3 Certificate in Fire Risk Assessments and dependent on individual progress the opportunity to extend this to a Level 4 Diploma in Fire Risk Assessments.

What is the role?

Sitting within the Housing, Neighbourhoods and Building Services directorate, you will be directly reporting to and supporting the Housing Revenue Account (HRA) Building Safety Manager;

Supporting the delivery of Fire Risk Assessments to our purpose-built low-rise blocks of flats, undertaking fire door surveys and managing remedial actions. The service comprises the following team;

Apprentice Surveying Technician (Fire Safety) (Level 3)
- Building Services
Job Pack



- **Building Safety Team** - responsibility for overseeing building safety including 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 Building Safety Team forms part of the wider compliance team 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 and uploading the required outcomes onto our bespoke Repairs & Maintenance database
- Undertaking fire door surveys and checks
- Assisting with the management and working with other service areas to complete remedial works and actions that have been identified
- Uploading and monitoring information on our IT systems, for example reviewing, interrogating and updating compliance activities on the Repairs and Maintenance Database.

Who is the person?

The ideal candidate is someone who will:

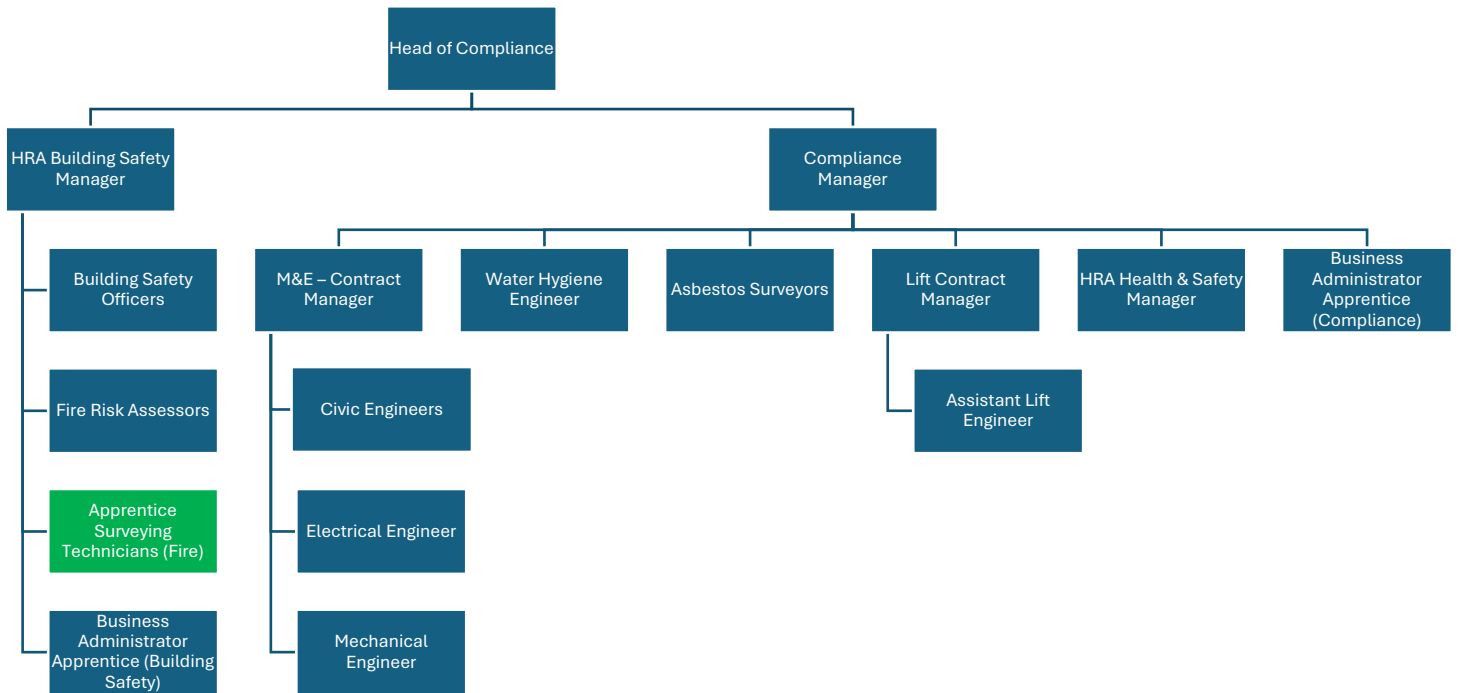
1. Have an ambition to work in the built environment and have a strong desire to work towards becoming a Fire Risk Assessor
2. Can work independently, are well organised and able to prioritise and manage multiple demands as appropriate
3. Have an interest in buildings and demonstrate some knowledge or experience that can be related to the service we provide
4. You will need to have 5 GCSE Grade A-C or 5-9 or higher including Maths and English
5. Have excellent communication skills, including:
 - a. The ability to effectively communicate with internal and external stakeholders regarding the importance of Fire Safety
 - b. Speaking to customers and stakeholders face to face and via telephone to explain the purpose of your visit
 - c. Being assertive while dealing professionally with colleagues, service users, third parties and contractors

Apprentice Surveying Technician (Fire Safety) (Level 3)
- Building Services
Job Pack



-
6. Display excellent attention to detail to ensure that accurate information is recorded whilst undertaking survey works.
 7. Be organised, methodical and have an eye for detail when undertaking detailed surveys.
 8. Have good computer skills to be able to update our stock database quickly and accurately with survey data. Be able to use MS Word and MS Excel.
 9. 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.
 10. Have a positive attitude towards work, be resilient, embrace change and actively work with your colleagues to improve the service offered to customers.
 11. Be able to use information to problem solve, risk assess, ensuring customers and colleagues health and safety
 12. 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.

Service Structure



T&C of employment

Working hours - Contractual hours are 37 hours per week. Business operational hours are 8am to 6pm with core hours between 9:30-12:00 and 2pm-4pm, but there will need to be flexibility to reflect the fact that most services are provided 24 hours, 365 days of the year.

Notice period - In line with the council's policy, a one-month notice period is applied to this post.

Learning & development - Support will be given to enable the post holder to continually develop their skills and experience. The council has a range of training opportunities.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

- Official -

Apprentice Surveying Technician (Fire Safety) (Level 3)
- Building Services
Job Pack



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

If you have any questions, or would like an informal discussion about the role, please call William George, HRA Building Safety Manager on 07930 187 249 or email William.george@portsmouthcc.gov.uk