



Fire Risk Assessor

Salary: Band 9 - £40,443 - £44,252 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 Fire Risk Assessor to join Building Services to work within our Building Safety Team to deliver Fire Risk Assessments and support in the delivery of Fire Safety Works across our portfolio.

Candidates must demonstrate experience in fire risk assessments, 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 furthering their career in Fire Safety, having the unique experience of being able to assess properties and use their technical knowledge to assist and support with remediation of properties and the completion of fire risk assessment actions.

What can we offer?

We will provide a comprehensive induction programme that builds on your existing skills while further developing you, enabling you not only to carry out fire risk assessments but also to apply your technical fire safety knowledge in support of the wider PCC teams.

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.

What is the role?

Sitting within the Housing, Neighbourhoods and Building Services directorate, you will be directly reporting to and supporting the Fire & Building Safety Manager; Supporting the delivery of Fire Risk Assessments throughout the housing and corporate portfolios and managing 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 and uploading the required outcomes onto our bespoke Repairs & Maintenance database
- 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.
- Any other fire safety elements required, e.g. Fire Door inspections, Premises Information Box inspections, mitigation reports etc.
- Validation and Quality Assessment of FRA's by internal colleagues
- Auditing of externally provided FRA's to ensure quality and PCC standards are upheld
- Undertake other tasks related to fire safety as required within the team

Who is the person?

The ideal candidate is someone who will:

- You will need to have a minimum of Level 4 qualification in Fire Safety / fire risk assessment, i.e. Level 4 Diploma in Fire Safety and Risk Management
- It is essential that the post holder also holds a member grade with the Institute of Fire Safety Managers (IFSM) and can demonstrate ongoing CPD activities to keep up to date with changes in the industry.
- Have extensive experience of completing fire risk assessments for complex buildings including residential and corporate premises.
- Have an interest in working within the built environment continually improving fire and building safety throughout their work.
- Can work independently, are well organised and able to prioritise and manage multiple demands as appropriate
- 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
 - The ability to explain complex fire safety issues to the wider business
- Display excellent 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 detailed surveys.
- Have advanced computer skills to be able to update our stock database efficiently, analyse data and identify trends. Be able to use MS Word, MS Excel and Power BI proficiently.
- 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 complex issues, apply knowledge and guidance to resolve provide technical advice, risk assess, ensuring customers and colleagues health and safety
- You will need to be able to understand or challenge fire risk assessment actions from external providers to ensure that these actions are proportionate to the risk and are focused on our customers 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](#).