

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Fire Door Surveyor</b>
<b>GRADE:</b>	5
<b>REPORTING TO:</b>	Compliance Manager
<b>RESPONSIBLE FOR:</b>	No Direct Reports

## **ROLE SUMMARY**

The Fire Door Surveyor will assist the Compliance Manager in relation to safely managing and maintaining our customers' homes.

The postholder will have responsibility for the management of fire doors ensuring compliance at all times. They will undertake technical inspections to domestic, communal and commercial doors ensuring that they are validated and repaired within agreed timescales.

To arrange and monitor works, update completions and process and record certification.

To assist in the procurement and appointment of external consultants and contractors as required. To ensure the effective and efficient delivery of the service.

To deliver operational KPIs and business scorecard metrics ensuring these drivers are used to monitor, analyse and improve compliance performance.

## **MAIN DUTIES AND RESPONSIBILITIES**

Specific objectives and deliverables will be agreed as part of your review process, the points below are a summary of your main duties and responsibilities.

- To undertake fire door inspections to agreed cycles, validating their compliance with relevant standards and recording and arranging any associated repairs to ensure that they comply with the relevant standards.
- Ensuring that the delivery of the fire door inspection programme is to the highest standards, providing technical advice and outstanding customer service.
- Recording of all inspections, recommendations and remedial actions ensuring a robust audit trail of works undertaken.

- Manage the programme including no access and the delivery of remedial works across to organisation by gaining buy-in from Property Repairs and Neighbourhoods Teams Ensure follow up visits and inspections of completed works are undertaken within agreed timescales, validating the compliance of the door and updating the records.
- To work closely cross departmentally to implement systems of control for any surveys, inspection or works to fire doors.
- To assist Property Repairs in the development of comprehensive specialist training and support service for certified repair works. To also work externally with key stakeholders such as the police on the safe entry to fire doors including any specific training manual requirements.
- Have autonomy to make decisions based on various and complex options including ascertaining the most effective and efficient route to deliver services to customers within organisational policies, and strategies.
- Proactively organise workload to ensure an efficient, effective and customer centric service at all times. Manage ongoing communication with customers and staff to ensure good relationships are developed and that all relevant parties are informed of any issues in a timely manner
- Provide expert advice and guidance to the business as a whole to inform key decisions regarding fire doors and to have detailed technical knowledge and competence in the compliance of fire doors and a sound working knowledge of building construction, pathology and regulation.
- To establish close working relationships between Property Repairs, Neighbourhoods, and Assets to improve the quality of management information on the housing stock using data and trends from repairs and voids, to inform future decisions on investment.
- Responsibility for designing, implementing and reviewing compliance management policies and procedures and making key decisions to implement them in line with legislation and best practice.
- Taking a lead role in dealing with any emergency incidents involving fire doors. Writing follow up reports, lessons learned, and recommendations as required.
- Responsibility for managing budgets including those attached to external providers and contracts. Identifying efficiencies and making recommendations to ensure that value for money is achieved
- To develop existing management systems and implementing changes to improve effectiveness of existing arrangements. To look at efficient methods for sharing information across the organisation and with contractors, consultants and tenants.



- Acting as a central point of contact for believe housing's contractors, consultants and staff and tenants on fire door related matters.
- Assisting in the delivery of in-house training to contractors and Property Repairs staff where required. Preparing presentations and feeding into reports on all activities for your area of responsibility.
- Responsible for contract management of various compliance contractor frameworks and service level agreements for believe housing by ensuring value for money, efficient working and that key performance indicators are met.
- Undertaking a programme of compliance inspections to common areas across the group to ensure areas comply with statutory legislation and recommending any remedial actions where required.
- Liaising with the enforcing authorities, organisations and partners in relation to health and safety issues and compliance related matters as required.
- Keep up-to-date with current legislation, best practice and thinking with respect to relevant technical developments in the construction industry and attend various best practice, focus groups and workshops where required.
- Build and maintain strong working relationships with key stakeholders and customers across the business.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. The nature of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Directorate require.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• FIRAS Fire Door Maintenance or similar approved qualification (or a willingness to work toward).</li> <li>• BM TRADA Fire Door Maintenance or Fire Door Inspection Scheme (FDIS) Diploma (or a willingness to work toward).</li> <li>• Educated to NVQ level 4 in a construction related qualification and/or relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• The British Occupational Hygiene Society proficiency module P405 Management of Asbestos in Buildings. (or a willingness to work toward).</li> <li>• Evidence of further Continued Professional Development</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Knowledge of the current and emerging challenges and changes in the field of fire safety.</li> <li>• Experience of managing fire related inspection programmes over a large property portfolio.</li> <li>• Experience of procuring and effectively managing third party suppliers to ensure value for money is achieved, including reviewing and implementing performance management systems.</li> <li>• Experience of involvement in the formulation of strategies, policies, procedures and their implementation.</li> <li>• Experience of preparing management reports.</li> <li>• Experience of analysing and interpreting data</li> <li>• Experience within a similar role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a cross section of teams and partners</li> <li>• Working with a variety of stakeholders to develop and agree solutions.</li> <li>• Experience of budgetary control</li> </ul>
Skills/knowledge	<ul style="list-style-type: none"> <li>• Strong interpersonal skills, including being able to influence, persuade and present</li> <li>• Good organisational skills and ability to produce quality work to tight deadlines</li> <li>• A good understanding and use of IT packages e.g. spreadsheets, databases,</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management</li> </ul>

	<p>word processing applications and stock condition databases.</p> <ul style="list-style-type: none"><li>• Ability to network and form working relationships.</li><li>• Must hold a current driving licence and access to a vehicle.</li></ul>	
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