

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE: Housing

DIVISION: Assets and Repairs

JOB TITLE: **Senior Surveyor Fire Safety**

ROLE PROFILE

Job Title:	Senior Surveyor Fire Safety
Directorate:	Housing
Division:	Assets Repairs
Grade:	Grade 14
Hours (per week):	36
Reports to:	Senior Fire and Building Safety Manager
Responsible for:	Leading the day-to-day management of the Fire Safety Surveyor and the Fire & Building Safety Administrator
Role Purpose and Role Dimensions:	The Senior fire safety surveyor will report directly to the senior fire and building safety manager and work in the fire and building safety team which includes and includes oversight and day to day management of the Fire Safety Surveyor and the Fire & Building Safety Administrator. This is role which will principally be responsible for improving the compliance relating to fire safety and implementing any new legislation, building recommendations and good practice. These steps will improve the experience of the councils residents. To provide expert specialist fire safety leadership, management, support and advice across the department. To ensure fire safety is inspected, managed and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and any other appropriate Health and Safety legislation. Responsible for identifying all fire related risks and issues across the portfolio and design, arrange and oversee the necessary remedial actions and work packages. To provide cost analysis on various projects and provide expenditure forecasts whilst assessing all financial risks that the Council could be exposed to. To undertake contract evaluations, both pre and post contract,

and prepare evaluation reports.

Managing the contract spends in a planned and projected manner ensuring that there are no overspends, but also that there is sufficient spend to ensure the safety of and gradual improvement of our stock. Budget control in line with the 4th tier scheme of financial delegation.

Manage repairs staff, specialist consultants, designers and clerk of works in order to ensure compliance with fire safety legislation and the council's fire safety strategy and policies.

Liaison with Asset Management colleagues to help influence programmes of improvements with a risk based approach.

Manage and undertake FRA inspections and programme, including risk management of assets.

Using own specialist and expert knowledge, be responsible for identifying the technical solutions for fire safety works, and support investment teams in the delivery of major schemes and repair teams and contractors in the delivery of minor works.

Responsible for liaising with other professional bodies including Building Control and the Fire Service.

They will complete pre and post inspections to support the senior compliance manager with the quality of products and service to all compliance and specialised service contracts delivering statutory and regulatory activity.

To address defects within the housing stock and commercial buildings as required the senior fire safety surveyor will provide detailed reports, technical specifications and engineering solutions which represent value for money. They will then deliver projects from inception to completion ensuring compliance, value for money and that the quality of work is achieved to the highest standard.

The Senior fire safety surveyor will ensure good financial management of allocated budgets and provide periodic reports on actual and forecast spend.

Review and ensure that inspections and reports on Gas Safety, Water/Legionella, Emergency Lights, Fire Systems, Lifts and Lighting Conductors are carried out adequately and regularly according to statutory maintenance requirements.

To carry out quality assessments on all council owned buildings, report on any non-compliance, provide support and

advise all housing teams and ensure appropriate action is taken to address any deficiency issues.

Commitment to Diversity:

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Key External Contacts:

Government departments and agencies; Leaseholders' Tenants' Panels and specialist panels; Members of the Public and community groups; External agencies; London Fire and Emergency Planning Authority (LFEPA); Other Local Authorities; Other social housing providers; Local Government representative groups; Partner organisations; Strategic Partnering Alliance; Contractors/ Suppliers; Tenants & Leaseholders; Consultants and Asset Management Improvement Partnership

Key Internal Contacts:

Heads of Service/ Directors; Managers across Departments; Councillors; Internal Audit; Staff within People and Place including Housing commissioning and strategy, Service Charge Team, Tenancy, Corporate complaints team, Homes and School improvement Service, Assets and Involvement, Responsive repairs, Health and Safety Board and other Council Departments.

Financial Dimensions:

Exercise discretion in cross checking invoicing of bills complete due diligence highlight discrepancies changes; financial line has been hit with PO.

Key Areas for Decision Making:

Assist Fire and Building safety senior manager in reviewing and keeping up to date all Health and safety and compliance policies and procedures across the Division and housing delivery teams and assist other teams as required.

Other Considerations:

Will be required to attend evening meetings with residents, ward Councillors as required.

Will be required to attend serious emergencies and be contacted out of hours on building safety, asbestos, fire or gas issues and/or any serious building or repair emergencies.

Ability to provide emergency cover as necessary for other staff, teams and services across DCR and within the Council in the event of a borough emergency

Ability to drive to site.

Is a satisfactory disclosure and barring check required?

[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted

[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974

[\(Click here for guidance on ROA \)](#)

Yes

Key Accountabilities and Result Areas:

Management and monitoring

Key Elements:

This will involve:

Maintain knowledge of relevant health and safety legislation and best practice. Provide updates monthly on all new or amended Health and Safety legislation associated with Housing and schools.

Monitor the division's compliance with the Council's Health and Safety Policy, any HSE alerts, guidance and procedures and formally advise Officers/Managers on areas of non-compliance.

Liaise with external bodies such as DCLG, LFB, local authorities and specialist groups on health and safety issues.

Audit, monitor and maintain arrangements and guidance to ensure the Division complies with the legal requirements under the Construction Design and Management Regulations, including contractor competency.

Assist the Compliance Manager with the programme of internal monitoring and audit of all Health, Safety and Compliance obligations across the full range of building services within the DCR Division, providing associated compliance reports.

Ensure procedures are in place associated with all legal and other obligations including water treatment, legionella, asbestos, fire safety, building structures, building accessibility, mechanical, lifts and electrical building engineering services, Gas safety and school buildings.

Keep updated on legislation in respect of Fire Safety, Asbestos, Building Regulations and Health and Safety legislation and provide advice and support to the director of DCR and senior management team in all aspects of health, safety, building regulations, asbestos and fire.

Liaise and develop good working relationships with other departments within the council concerning the activities of the Division in so far as Health, Safety and Compliance are concerned.

Identify opportunities for continuous safety improvement within the Division and assist the Compliance Manager in implementing these changes.

Inspections, quality assessments and compliance

This will involve:

Review and advise on all proposed designs for planned maintenance works on all council owned buildings to ensure that the designs and proposed materials are compliant with current building and safety standards and regulations.

Conduct audits of health and safety, compliance and fire safety works which have been carried out by our contractors.

General

This will involve:

Prepare technical and other reports for senior managers, including recommendations for action.

Investigate and respond to correspondence and enquiries from Council Members, MPs, tenants and leaseholders, liaising effectively with stakeholders.

Exercise discretion and authorise action in individual cases in accordance with Council and Departmental policies and delegated authority arrangements.

Comply with the Council and Departmental policies, codes and initiatives relating to equal opportunities, customer care, personnel management, health and safety, environment and business unit operation.

Make best use of available information technology for the efficient running of the service and take responsibility for technical equipment required while carrying out duties.

Undertake such other duties as

may be reasonably required of the post.

Take part in training and development activities

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Person Specification

Job Title: Senior Surveyor (Fire Safety)

Essential knowledge: A Royal Institution of Chartered Surveyors (RICS) accredited degree course or a relevant building maintenance or construction qualification or extensive and demonstrable experience.

A recognised professional qualification in fire safety management and fire risk assessments from an accredited provider such as the Fire Protection Association, Fire Industry Association or NEBOSH.

Thorough Knowledge of Health and Safety current legislation: including Regulatory Reform Fire Safety Order 2005, Health & Safety at Work Act 1974, and Asbestos and water management.

Extensive knowledge of housing and building related fire safety legislation, fire safety guidance, building regulations, building practices, building law, emerging trends, and the ability to manage best practice and techniques.

Demonstrable knowledge of passive and active fire safety protection products, their correct testing requirement, specification and installation methods

Essential skills and abilities: Ability to work quickly and effectively under pressure to tight deadlines

Ability to communicate complex ideas, concepts, issues clearly and simply both verbally and in writing.

Ability to form interpersonal relationships with a wide range of people quickly and easily.

Ensuring Understanding. Able to obtain and understand information and to communicate it concisely and simply to customers, colleagues and line manager.

Analytical Thinking. Able to understand service issues and communicate them in simple terms to others.

Understanding and Agreeing Requirements. Able to provide advice on available service options by listening and understanding the requirements of service users.

Optimising the Use of Technology. Able to use own knowledge of information technology to help others to make effective use of IT systems including Apex.

Managing Information. Able to understand and respond to the information requirements of customers and colleagues and be able

to specify one's own information requirements.

Planning. Ability to prioritise own work with limited supervision. Able to ensure the team provides an organised and planned approach to service support.

Communication. Good oral and written communication skills, including the ability to use Plain English. Can demonstrate the ability to remain positive in demanding situations with stakeholders and colleagues and to develop the team's ability to respond positively to changing demands.

Has the skill and aptitude to develop and maintain strong relationships both internally and externally with partners, contractors, colleagues and other stakeholders to deliver an effective and efficient services.

Equal Opportunities. An understanding of equalities issues and to ensure the team is aware of how they relate to the service.

Essential experience:

Must have proven and previous experience in Fire safety management services within the residential sector.

Detailed understanding of asset management and maintenance services in relation to housing.

Technical knowledge of fire safety as a specialist area and an ability to check specifications, design drawings to validate and assure installations and refurbishment.

Experience of building and maintaining relationships with a range of contractors, stakeholders, consultants and residents to continually improve services.

Good financial awareness and understanding of contract and compliance management.

Special conditions:

The postholder will be required to attend evening meetings with residents, ward Councillors as required.

The postholder may be required to attend serious emergencies and will be available to be contacted out of hours on fire or any serious building emergencies.

Ability to provide emergency cover as necessary for other staff and teams within the Council.

Must be able to drive to site.

An essential car user allowance applies to this role.

Competencies

These are the competencies for manager level roles.

To deliver to the requirements of this role, the post-holder will need to demonstrate and/or develop the following behaviours:

We Put Customers First

Puts customers at the heart of everything they do, using feedback data and the Residents' Charter to make their service better for customers. Ensures their team understand customers' issues and treat them with respect, solving customers' problems and investigating their complaints.

We Deliver Effective Service

Provides clear guidance and priorities to their team, ensuring they have the resources and equipment to deliver. Sets service KPIs and monitors performance, spotting patterns of problems or service issues and taking action to deal with root causes. Gathers and analyses data from a variety of sources to identify ways forward and make sound decisions.

We Adapt and Change

Supports organisational plans to transform and improve service for customers. Acts as a role model, promoting innovation and change across the team. Learns lessons from mistakes, giving and receiving feedback to stimulate improvement and development. Builds team resilience through managing change constructively, challenging negativity and overcoming resistance.

We Collaborate Constructively

Encourages collaboration with colleagues, suppliers and partners from across Housing and beyond to deliver for customers. Builds strong relationships with key stakeholders and partners, finding mutually beneficial ways forward. Demonstrates positive team facilitation skills and uses team charters to create a conducive team culture.

We Communicate with Impact

Communicates clearly and promptly with staff and residents, tailoring communication style and method to meet the needs of a range of different audiences. Influences and negotiates effectively, taking account of the needs of all parties. Encourages open and honest communication on challenging issues with the team and customers. Resolves disputes and conflict effectively.

We Lead Inclusively

Inclusive and fair in their interactions with all colleagues and team members. Ensures team members are treated fairly. Provides a vision and direction for the team, clarifying ambiguity and stimulating a sense of optimism about the future direction of the service. Delegates and targets resources effectively. Supports the team with demanding work, listens and acts to relieve pressure.