

MTVH ROLE PROFILE



Date: 29/09/2023

Role Title (External)	Fire Risk Assessor	Directorate	Property	Location	Farringdon or Beeston
Reports To	Technical & Enforcement Lead	Function / Team	Compliance & Technical Services	Geographical Spread	National
Direct Reports	No	Budget Sign-Off Approval Level	Has no direct of quantifiable impact on budgets	Suitable for Agile Working Options	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
DBS Check Required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			Driving Licence	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Yes for DBS check, which level is needed? Basic			Insurance check required	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The nature of this role means that the post holder will come in to contact with vulnerable adults who access healthcare services. To meet our commitment to providing safe, high quality services to our customers we will complete a basic check with the Disclosure and Barring Service once an offer of employment is made. A new check will be completed every three years.

Overall Responsibilities and Outcomes

Primarily responsible for providing and delivering 100% compliance for Fire Risk Assessments across the MTVH property portfolio. Working as part of a team of Fire Risk Assessors you will have an excellent knowledge of the FRA process and the ability to view fire risk holistically ensuring risk is identified and communicated accurately.

You will be responsible for ensuring suitable and accurate remedial works identified and communicated and that they align with the timeframes recommended in the MTVH FRA Process documents.

Where required you will be responsible for providing technical fire safety advice to colleagues across the organisation and be a point of contact for external organisations in relation to fire safety.

As part of this role, you should be willing to work outside of normal office hours should an emergency situation arise.

Key Responsibilities and Outcomes

- Technically expert in undertaking Fire Risk Assessments and site surveys in line with PAS 79 methodology.
- Able to review fire risk within the audit process you will be responsible for ensuring that risk is communicated within the assessment and that accurate locations and remedial solutions for that risk are recorded for implementation in the remedial process.

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- Where necessary understand intolerable levels of risk and ensure remedial works or mitigations are implemented at the time of audit thus ensuring the continued safety of all relevant persons until further works can be progressed.
- Review completed remedial works, as part of the FRA process, and assess the standard of completion in order to provide feedback on contractor competency and standards of work.
- Provide accurate reports to the Enforcement and Technical Lead within the time period specified in the FRA procedure.
- Provide technical fire safety guidance to the operational colleagues across the organisation to support an improved fire safety culture.
- Attend sites to meet with external parties such as the Fire Brigade to represent MTVH and take accountability of actions required in relation to fire safety for the organisation.
- Where necessary liaise with MTVH's customers to provide fire safety advice and resolve complex complaints in a timely manner.
- Where required be able to approve FRA's of colleagues for suitability of process and identified remedial action.
- When required carry out the initial inspection in relation to SHE Incidents or Fire Investigations for provision of information to the Fire Safety Surveyor and Enforcement and Technical Lead.
- Where necessary support the FRA programme across all areas of the business.
- Support the business with designing and implementing training and be the point of contact for technical queries

Please note that this role will involve travel to other offices as and when required.

This role will work to the following SLAs:

- Phones/Teams – active during work hours and picked up wherever possible
- Voicemail – returned within 1 working day
- Emails – responded within 3 working days

Personal Competencies	Skills / Experience / Knowledge
<ul style="list-style-type: none"> • Experience undertaking Fire Risk Assessments across a variety of premises including blocks of flats up to 18m, Care and Support, Office and Places of Assembly (Community Centres). • Experience of the implementation of the PAS 79 approach to the fire risk assessment process. • A self-motivated, ambitious team player who is capable of managing their own time. • Able to audit both passive and active fire safety measures and quality assure remedial works undertaken in relation to them. • Show attention to detail in undertaking FRA's, and investigations, recording accurately both issues and remedial works required to remedy them. 	<ul style="list-style-type: none"> • Must hold the Tier 2 accreditation via IFSM as a minimum • Hold a valid nationally recognised fire safety qualifications such as - NEBOSH National Certificate in Fire Safety and Risk Management, Institute of Fire Engineers (IFE) or similar. • A recognised minimum grade 3 qualification within fire risk assessment such as The FPA, IFE or similar or registered by a competent body for FRA. • Must have a minimum of 3 years' experience in the fire safety industry. • Must be a professional member of an organisation such as IFE, MIFSM, MIFPO. • Be cognisant of the British Standards and Approved Codes of practise relating to different property types.

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- Experience of implementing measures to improve a fire safety culture.
- An excellent communicator and an ability to communicate fire risk and good fire safety practise to all relevant persons.
- Hold a valid driving license for travel across the MTVH portfolio.
- Able to work with various in-house and externa IT systems.

- Demonstrable extensive knowledge of The Regulatory Reform (Fire Safety) Order 2005 and relevant fire safety legislation and guidance documents.
- A knowledge of active and passive fire safety measures
- Conversant with good fire risk assessment process
- Working with external stakeholders in relation to fire safety, such as the Local Authority Fire Service
- Quality assuring remedial works in relation to fire risk assessments.
- Recognise intolerable risks and able to remediate them promptly with adequate solutions.

General Responsibilities

- To understand and comply with MTVH's safeguarding, safety and compliance policies, procedures and processes and support a positive safeguarding, safety and compliance culture across the organization.
- Actively and effectively promote the organisations corporate values of Care, Dare, Collaborate. Role modelling appropriate behaviours and acting with the highest level of professionalism and integrity.
- Play an active role in contributing to effective cross team working and provide cover for colleagues as required.
- To maintain confidentiality with personal information and data regarding our customers, employees and stakeholders at all times ensuring compliance with the Data Protection Policy.
- To comply with MTVH's Health and Safety policies, procedures, and processes and to promote health and safety compliance for all.
- To act at all times within MTVH's policies, procedures and code of conduct and uphold MTVH's commitment to Equality and Diversity

This profile only contains the main accountabilities relating to the job and does not describe in detail all the duties and tasks required to carry them out. You may be required to perform any reasonable tasks comparable with the level of responsibility at the request of your manager. MTVH reserves the right to alter the content of this job profile to reflect changes to the organisation or the services it provides.

Other Requirements (e.g. driving licence needed etc). Information about "other requirements" can be found in the Guidelines for Completing Roles Profiles document.