

LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE:	Fire Door Inspector
DIRECTORATE:	Climate, Homes and Economy
SERVICE:	Resident Safety
GRADE:	SO1
RESPONSIBLE TO:	Fire Safety Officer
RESPONSIBLE FOR:	n/a

PURPOSE OF JOB:

To work with the Fire Safety Officer and other members of the team to deliver a communal fire door inspection programme within Housing in respect of communal fire doors across the Housing section property portfolio of residential blocks. To ensure the effective and efficient delivery of the service. To be responsible for delivering operational KPIs in respect of communal door inspections.

KEY ACCOUNTABILITIES:

- 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 using agreed methods and systems.
- To work closely cross departmentally to implement systems of control for any surveys, inspection or works to fire doors.
- To travel efficiently and effectively between various locations to conduct routine inspections of communal fire doors, meeting the operational requirements of the service.
- To raise remedial works identified during the fire door inspections that could not be immediately rectified at the time of survey and post inspect completed works, validating the compliance of the door and updating records in a timely manner.
- To identify opportunities for service improvements and make recommendations, ensuring that changes are introduced and implemented effectively and efficiently.

- 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.
- To attend and contribute to the corporate and departmental health and safety committees and working group meetings.

GENERAL DUTIES

- Complete inspections and write reports.
- Use such systems, processes and database and information systems as required for the full and effective discharge of responsibilities of the role
- To promote equality of opportunity and collaborative working within Housing services in line with the Council's Equality and Diversity Policy.
- To undertake other duties commensurate to the grade of the post.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies

Person Specification

Post Fire Door Inspector

Grade SO1

Qualifications and Knowledge Requirements:

- Fire Door Inspection training / qualification or similar relevant experience (with a willingness to work toward a qualification)
- Experience of working within a health and safety/inspection environment within a local authority or similar organisation

Communications

- Good written and presentation skills and an ability to negotiate effectively.
- Personal and professional demeanour which commands the confidence of stakeholders. Strong personal impact and flexible style that allows challenge and collaboration.

Flexibility

- Ability to operate effectively within a generic structure and to acquire new skills and knowledge with a commitment to learning.
- Political sensitivity
- An ability to establish positive relationships with elected members, which generate confidence and respect.
- Experience of using ICT to analyse and present information to a high standard.
- Ability to programme manage and lead on schemes, managing a design team comprising consultants, project managers and partners.

The London Borough of Hackney Requirements:

- Commitment to the London Borough of Hackney' core vision and values.
- Commitment to a culture of learning, development and empowerment across the organisation.
- Wholehearted commitment to the principle of achieving equality of opportunity and celebrating diversity.
- Commitment to team working

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.