



ADUR & WORTHING COUNCILS

Person Specification

Authority:	ADC / WBC
Directorate:	Communities
Section:	Housing: Maintenance
Post Title:	Housing Compliance and Fire Safety Officer
Post Number:	
Accountable to:	Fire Safety Manager
Management responsibility for:	N/A
Authority to liaise with:	Officers from all Directorates, Tenants, Leaseholders, Councillors, Contractors, Consultants, Repairs Operatives, and external agencies including West Sussex Fire & Rescue

Area	Requirements	
Qualifications	Essential	Desirable
Drivers licence and willingness to use pool cars when required.	Related trades qualification or equivalent practical experience	
	NEBOSH Award in Health and safety in the workplace or National Certificate in Fire Safety and Risk Management	
	Willing to train and obtain P405 Management of Asbestos qualification	P405 Management of Asbestos
Professional Registration (where applicable)		IFE Fire Risk Assessors register
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or	Practical knowledge of fire safety construction within	Experience in enforcement, inspection, fire risk and compliance management, as well as providing fire

more categories as/where appropriate)	<p>building services and associated legislation</p> <p>A good understanding of the following building services: mechanical (gas, water, ventilation), electrical (fixed, wiring, door entry) asbestos and fire safety</p> <p>Demonstrable knowledge of health and safety legislation e.g. legionella control, water regulations and COSHH, gas regulations, Fire Safety</p> <p>Experience of health and safety in a housing environment or transferable area of work</p> <p>Technical building knowledge</p> <p>Ability to work with contractors and ensure work undertaken. e.g. monitoring and managing contracts</p> <p>Good written, verbal & numeric communication skills.</p>	<p>safety advice & undertaking of fire risk assessments</p> <p>Knowledge of Fire Safety components and products</p> <p>Experience of procuring and managing works contracts</p>
Skills		
Communication/ relationship	<p>Able to prepare written reports</p> <p>Ability to form effective relationships within the Council to deliver a joined-up approach to services</p> <p>Delivery of customer focused service(s) including liaison with residents and contractors and other agencies</p> <p>Have good negotiation skills</p>	
Analytical/ judgmental	Able to assess and resolve problems using technical expertise	Ability to analyse, evaluate and interpret complex legislation and numerical

	<p>Ability to respond effectively and proportionately to safety concerns</p>	<p>information and produce reports/data</p> <p>Ability to assess risk and specify works required to ensure compliance within property assets</p>
Planning/ organisational	<p>Be able to work and ensure delivery within project deadlines</p> <p>Able to organise and prioritise work</p> <p>Ability to take a proactive approach to the assessment and management of risk</p> <p>A team player who wants to contribute to team goals</p> <p>Able to work independently or cooperatively as part of a team.</p> <p>Able to analyse and prioritise work streams in order to respond effectively to risks and other issues</p> <p>Ability to manage contracts and deadlines</p>	
IT	<p>Have relevant knowledge and experience of all Microsoft packages and demonstrate practical IT skills using Excel spreadsheets to analyse data or Word when writing reports, letters or specifications and be able to use various other software packages to accurately update data as part of undertaking the role.</p> <p>Willingness to adopt new technology to improve service delivery</p>	Experience of CAD
Abilities		
Physical	Must be physically fit due to the nature of the work which will involve visiting many	

	different sites and involves walking for long period of time, climbing stairs, accessing roof areas and heights	
Mental	<p>Able to work under pressure and be resilient</p> <p>Able to persuade and influence other people to take responsibility for fire safety</p>	
Emotional	<p>Able to respond calmly and rationally even under difficult circumstances</p> <p>Resilient and positive</p> <p>To be able to empathise with customers</p>	
Working conditions / Style	Flexible working style	
Other: <ul style="list-style-type: none"> • Ability to work flexible hours if required, including emergency call-outs 		