

PERSON SPECIFICATION

Post Title: Property Risk Officer (fire)
Directorate/Division: Corporate Services (Property Services)
Scale: SCP 6

QUALIFICATIONS/TRAINING:

It is **essential** that the post holder has:

- The NEBOSH National General Certificate in Occupational Health and Safety
- The NEBOSH National General Certificate in Fire Safety and Risk Management or equivalent

It is **desirable** that the post holder has:

- Construction Skills Scheme Certificate.
- Evidence of commitment to continuing professional development.
- Training on Construction Design Management Regulations

EXPERIENCE/KNOWLEDGE:

It is **essential** that the postholder has:

- Considerable experience in a premises management role in a commercial environment.
- Good working knowledge of the internet (as an information source) and MS Office applications principally Outlook, Word and Excel.
- Management of premises fire risk experience in a commercial environment.
- Detailed knowledge of the Regulatory Reform Order and Working Places regulations relating to fire management in buildings.
- Working knowledge of Part B of the Building Regulations relating to structural fire protection methods and means of escape in case of fire.
- Experience of providing advice on technical issues relating to operation of fire safety equipment.
- Demonstrable experience of working with and influencing and negotiating with a wide range of contacts.

It is **desirable** that the postholder has:

- Experience of budgetary control and financial management.
- Experience of managing consultants engaged on programmes of works.
- A building construction background.

SKILLS AND ABILITIES:

It is **essential** that the postholder has:

- Excellent inter-personal skills with an ability to communicate across all levels of an organisation – able to give clear advice and guidance both verbally and in writing.
- Good organisational skills and the ability to compile and implement work programmes.
- Commitment to a quality service and to high standards of customer service.
- Ability to work effectively within a team.
- Ability to identify and prioritise fire risks using knowledge of regulations and fire risk assessment techniques.

- IT skills – ability to analyse data, identify trends, present information in a variety of formats (Excel, Word, Powerpoint).

It is **desirable** that the postholder has:

- Good influencing skills.
- Good numeracy skills.
- CAD Skills

ADDITIONAL FACTORS:

It is **essential** that the postholder has:

- Confidence and capability to manoeuvre lift and handle objects and materials manually around potentially hazardous sites.
- Ability to visit sites in all areas of the County including areas to which public transport may be limited.
- Ability to work out of hours on an exceptional basis.

Prepared by: JB Revised by DB,IH, JB Mar 2009

Date: 2007