



**Fire door inspector – Property Services (Building Services)
Person Specification**

What are we looking for?		How will we check if you have it?
Qualification	<ul style="list-style-type: none"> • A certified Level 3 Fire Door Inspection Scheme FDIS or equivalent • Membership of a relevant body (e.g. IOSH, RICS, CIOB, RIBA, CIBSE, IFSM) • Health and Safety and or Fire qualification (NEBOSH, Fire Management) 	Application form and Interview
Mobility	This role requires you to travel from site to site where there is not always convenient public transport; if you do not have your own motor vehicle you will have to demonstrate how you will carry out this aspect of the role.	Application form and interview
Experience	<ul style="list-style-type: none"> • At least two years' experience of working within a compliance or health and safety-related service for residential buildings covering at least three or more areas of safety/compliance, which include fire safety • Experience and knowledge of the current housing-related legislation of compliance work streams, e.g. fire safety, gas safety, asbestos, electrical • Experience of performance-led activities • Experience of engaging with customers/residents • Experience of working with High Rise Residential Buildings 	Application form and interview

Knowledge and skills	<ul style="list-style-type: none"> • Able to communicate effectively (verbally and in writing) and influence. • Excellent numeracy and IT skills • Ability to provide clear and concise technical advice and reports • Able to plan, organise and prioritise your own workload • Ability to think and act strategically • Ability to show respect for others in all aspects of work • Ability to think effectively and identify improved ways of working • Knowledge of building contracts, housing and statutory compliance legislation • Understanding and using O&M manuals and construction health and safety files • An understanding of BIM • Ability to work alone • Strong customer focused approach 	Application form and interview
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Core Competencies	Liaising and Networking: Able to build constructive relationships with others both inside and outside the organization to improve knowledge, share information and ensure effective business practices	Application form and interview
	Planning and organisation: Prioritise work to make sure key deadlines are met.	Application form and interview
	Achieving results and quality focus: Demonstrates an understanding of what the organisation is trying to achieve and gets results even in challenging or difficult situations	Application form and interview
	Communication: Communicates in a clear and understandable way, coming across to others as positive and approachable	Application form, interview and Test

	Customer Focus: Provides effective support to customers in response to their needs, managing expectations and continually seeking to improve the service	Application form and interview
	Financial and Numeric Awareness: Uses statistics and numerical information to inform decisions and activities feeding this information back to management	Test
	Judgement and decision-making: Is able to take responsibility for difficult decisions, staying calm under pressure and consulting with others as appropriate to solve problems	Application form, interview and test
	Working with others: Works in a co-operative and supportive way with team members and others using initiative appropriately to get things done	Application form and interview
	Influencing and Negotiation Uses a range of styles and sound arguments to convince others demonstrating a clear point of view but negotiating when appropriate	Application form and interview
Performance Competencies	Managing performance <ul style="list-style-type: none"> • Able to meet and or exceed set targets • Able to identify barriers that could impact performance and raise concerns and offer solutions 	interview