

**Manchester City Council  
Role Profile**

**Fire Safety Surveyor, Grade 8  
Housing Services, Neighbourhoods Directorate  
Reports to: Fire Safety Manager  
Job Family: Technical**

**Key Role Descriptors:**

The role holder will undertake a lead consultant role on complex technical, procedural and legislative matters in a professional, customer focused, and specialist technical service.

The role holder will lead and have accountability for the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council's corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions. They will continually identify and champion opportunities to deliver improvement.

**Key Role Accountabilities:**

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Dependent on the service area, the roleholder may be required to work on a rota basis including out of hours as required to meet customer demand.

Demonstrate a personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

### **Role Portfolio:**

The Fire Safety Surveyor will support the fire safety team, to contribute to the achievement of strategic priorities by delivering high quality services including:

- **Inspections and Audits:**

Carry out regular post-inspections and audits to ensure compliance with fire safety regulations and standards and that remedial actions are being completed to the appropriate standards. Inspect fire protection systems, emergency lighting, fire alarms, and other fire safety equipment to verify their functionality and adequacy. Undertake regular inspections of blocks to ensure statutory requirements are complied with, for example the annual inspection of fire doors to flats.

- **Compliance Monitoring:**

Monitor and evaluate compliance with fire safety regulations, codes, and standards. Identify areas of non-compliance and provide guidance and recommendations to rectify deficiencies. Supervise the prevention / suppression of fire equipment testing on a cyclical basis and raise orders for the resolution of such failures and ensure that they are completed within timescales.

- **Documentation and Reporting:**

Prepare reports documenting findings from post-inspections, and audits. Clearly communicate identified risks, deficiencies, and recommended remedial actions to the fire safety team.

- **Training and Education:**

Assist in delivering fire safety advice and training to raise awareness and promote best practices among building occupants and staff. Provide guidance on emergency evacuation procedures and fire safety awareness campaigns.

- **Continuous Improvement:**

Stay up-to-date with the latest fire safety regulations, guidelines, and industry practices. Continuously improve knowledge and skills through professional development opportunities, attending relevant seminars, and networking with industry experts.

## **Key Behaviours, Skills and Technical Requirements**

### **Our Manchester Behaviours**

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

### **Generic Skills**

- **Communication Skills:** Ability to advise and put case across in relatively straightforward, non-contentious situation with ability to negotiate agreements. Speaks fluently, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence.
- **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
- **Financial Management:** Resource and financial management skills to develop effective planning, financial management and reporting frameworks. Manage allocated resources effectively, delivering business performance and value for money.
- **People Management:** Is able to inspire individuals to give their best to achieve a desired result and maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to the overall business need.
- **Communication Skills:** Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.

### **Technical Requirements (Role Specific)**

- Fire safety related qualification e.g. C08 Fire Risk Management in Residential Properties.
- Track record of success in a Surveying role within housing.
- Experience of delivering high-quality services gained in a multi-site, complex fire safety environment.
- Proven track record of achieving and sustaining fire safety compliance in the post Grenfell era, including experience of carrying out fire risk assessments and inspections in residential buildings.
- Knowledge of fire protection systems, emergency procedures and evacuation plans
- Extensive knowledge of UK fire safety regulations, codes and standards, including the Regulatory Reform Fire Safety Order 2005.
- Excellent knowledge and understanding of current statutory, regulatory, and best practice fire safety requirements for residential building in scope.
- Familiarity with fire safety management software and tools.
- An understanding of working with in-house direct labour organisations.
- Strong analytical and problem-solving skills to identify fire hazards and assess risks.
- Attention to detail with the ability to produce accurate and comprehensive reports suitable for different audiences.
- Ability to work independently and manage multiple projects simultaneously.
- To provide support and assistance to the Fire Safety Manager as required, including providing cover for critical tasks at times of service disruption or resource scarcity within the wider team
- Knowledge and understanding of public services delivered at a place level and the structural, legislative and policy context within which these services operate, including an understanding of the regional policy context for local government.
- A full driving licence and access to a car on each working day. This post is currently designated as a Casual Car User. Car User statuses are subject to review in line with policy.