

Fire Door Inspector – Property Services (Building Services) Person Specification

What are we looking for?		How will we check if you have it?
Qualification (desirable)	<ul style="list-style-type: none"> • Certified Level 3 Fire Door Inspection Scheme FDIS or equivalent • Member 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	<ul style="list-style-type: none"> • 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
What are we looking for?		How will we check if you have it?
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

Core Competencies	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