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| Role Profile: | Fire Risk Assessor |
| Location: | Allsaved Head Office, West Chiltington, West Sussex |
| Salary: | Band E&F |
| Position: | Permanent, full-time (40 hours per week) |
| Accountable to: | Compliance Manager |
| Accountable for: | N/A |

Role Context & Purpose

Allsaved Ltd is a long-established Fire Safety Company. In various guises we have been in the Fire Safety industry since 1982. In our early years we were an Antifyre franchise. When Antifyre went out of business, we became independent fire safety engineers trading as Allsaved, servicing fire extinguishers and dry risers. In 2007 the company was bought by the current owner – Tom Simmonds.

Tom has a broad business background covering print, media, product design and the recycling industry. He realized that in such a competitive market the only way Allsaved was to survive and thrive, was to become a multi-disciplined service provider.

To make this leap, we made the decision to invest in training our existing staff to meet the needs of our clients who were increasingly asking for a 'one stop shop.' Initially we moved in the Fire Alarm market, servicing smaller systems and carrying out what we would now call small projects, at the time they certainly did not feel small! We have been maintaining fixed and portable fire-fighting systems while managing, designing and carrying out Fire Risk Assessment programs for Electricity Distribution companies such as Seeboard, EDF Energy, Scottish and Southern Energy and UK Power Networks for over twenty years.

Having large utility clients with lots of assets over a large geographical area creates the need to work as efficiently as possible, this drove us to invest in a fully integrated management system. The cost of which has been far outweighed by its benefits. It has allowed us to have an open and fully auditable workflow that our clients and auditing bodies such as UKAS, BAFE and Achilles use to audit us. Our UVDB Achilles audit scores are 100% across all metrics, a feat of which we are justifiably proud.

By continually investing in our business process, technology and people, we have grown to a point where we now turn over the same in two months as we did in the whole year and Allsaved Ltd comprises of three divisions:

Risk Management Software – App based form population and generation. Mobile data capture and management system integration tools to the Fire and Electrical industries. Report writing is often repetitive and time consuming. Allsavedmobile.com allows engineers and risk assessors to focus on their core skills and to automate report writing. The data created can then be used to generate actions to reduce risk and raise safety levels.

Fire Protection Engineering - providing a complete portfolio of goods and services from fire risk assessment to fire alarm installations.

Electrical Contracting - for commercial and domestic properties. Providing event power and NICEIC approved services.

Purpose of Role

The specific accountabilities of this flexible role may alter from time to time in order to meet the needs of the business / client, but accountabilities will include (or be equivalent in nature to) those listed below:

- The Fire Risk Assessor will undertake fire risk assessments at Electricity Substation sites and Utility and Commercial company buildings and sites as directed by the Compliance Manager and report/arrange completion of remedial works for any risks identified.
- The role holder will provide a full report on all work undertaken using electronic reporting systems and will be responsible for engaging with clients to ensure their understanding of all risks identified and remedial work to be arranged to mitigate.
- Fire Risk Assessors will identify and discuss any gaps in the client needs of Allsaved products and services and take opportunities to upsell at the time of visits.
- As part of day to day working in external locations, opportunities must be taken to identify and market the company products and services and upsell to new businesses.
- Other internal work opportunities may arise and be offered in line with current qualifications and experience.
- All training relevant will be carried out internally and technical support will be readily available from head office during working hours.

Accountabilities and Responsibilities

- Undertake fire risk assessment as directed.
- Arrange completion of any remedial work required as a result of any risks identified in assessments made.
- Complete and submit reports in respect of all works undertaken within given timeframes.
- Engage with clients in respect of work undertaken and ensure the client has a full understanding of the outcomes of assessments, any risks identified and remedial work being arranged on their behalf. Issue all relevant documentation to the client.
- Maintain effective ongoing relationships with clients and provided day to day client support.
- Ensure all work is completed in line with allocated schedule and to required quality standards.
- Maintain Allsaved cross selling/up selling standards to existing clients and new business.
- Maintain all required qualifications and accreditations.
- Maintain a high representation of the Allsaved brand, through exceptional personal and professional standards (including Allsaved equipment, materials and vehicles).
- Ensure full compliance to all Quality, Environmental Health and Safety directives, Personal Protective Equipment, Accident Reporting as well as internal Allsaved safety standards.
- Responsible for full and effective use of internal MI systems including recording all client interactions.
- Share best practice and identify areas of continual improvement in company sales, service and processes
- Ensure full adherence to company values, policies, procedures, standards and objectives.

Financial Management

Adhere to given budget and expenses policy

People Management

Adhere to Allsaved Performance Management framework maintaining all relevant paperwork and manage, review and update own continuous personal development.

Internal Risk / Quality Management

Ensure internal risks and process quality are managed effectively and that areas of non compliance are reported and addressed.

Other Significant Role Requirements

Allsaved has UK wide operation and therefore the job holder may be required to work in different geographical locations within the UK. As part of the package a van and fuel card will be provided along with all necessary plant, equipment, specific site training and PPE. Overnight stays may also be required and expenses will be paid.

Authorised by line manager -

Name: Harry Woodage

Signature: 

Date: 10.09.2018

Co- signed by HR Business Partner

Name: Ruth Simmonds

Signature: 

Date: 10.09.2018