



Person Specification:	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

This section outlines the key criteria that must be addressed (within 2 pages) when submitting an application for employment as shortlisting for interview will be based on information supplied here.

Level of Knowledge

- Knowledge of the Fire Safety Industry and its responsibilities - **Essential**
- Minimum of one years' experience as a Fire Risk Assessor - **Desirable**
- Sound and accurate IT knowledge, confidence in using different types of management systems and devices including handheld computer devices to enable accurate data entry - **Essential**

Qualifications

- Professional qualifications e.g FIA or equivalent in the following are **Essential**:
 - FIA Fire Risk Assessment, Responsibilities and Procedures.
 - BAFE Theory and Practical of Servicing Portable Fire Extinguishers
 - FIA - Module 1 - **Desirable**
- Fire Safety Management & Risk Assessment qualification to be completed at the Fire Service College course code FSFRAZ 10_03 or Equivalent - **Essential**
- Qualifications in appropriate British Standards for Fire Safety - **Desirable**
- Full Driving Licence - **Essential**
- Emergency First Aid at work - **Desirable**

Experience

- Experience of working with portable/hand held fire safety devices
- Experience of working within a related discipline.
- Experience of working in a client orientated environment.

Skills

- Ability to present information in a clear and precise manner.
- Ability to work under pressure and to deadlines, in a fast paced environment, where priorities may change at short notice.
- A self-starter, independent and flexible with a positive attitude.
- Confidence to 'sell' your ideas.
- Good attention to detail.
- Focus on efficient and ethical customer service.
- Fair and honest with colleagues and customers.

- Willingness to learn and a strong desire to be successful both personally and as a company.
- Challenging whilst respectful and supportive of colleagues.
- Flexible and adaptable to change.
- UK Passport holder

Key Competencies for Role


- Delivering Excellence - Level 1
- Influencing - Level 2
- Inspiring - Level 1
- Communicating - Level 1
- Building Understanding & Trust - Level 2
- Developing our People - Level 1
- Collaboration/Teamwork - Level 1
- Gathering Information - Level 2
- Understanding Issues - Level 2
- Finding Solutions - Level 2

Our Values & Expectations

Allsaved Ltd is a 'family feel' company, values driven and ethical and we look for quality, long term relationships with our clients. We have a clear set of expectations for all employees which describe those essential working practices that must be met. Employee performance and development needs will be assessed by line managers during regular appraisal meetings. Successful candidates will be guided in our values and employee expectations as part of the induction process and learn how to apply both in their role.

Authorised by line manager -

Name: Harry Woodage

Signature: 

Date: 10.09.2018

Co- signed by HR Business Partner

Name: Ruth Simmonds

Signature: 

Signature:

Date: 10.09.2018