

# Job title: Fire Risk Assessor

Line manager: Ellis Devonish

Grade (if applicable): 3

Direct reports: Senior Fire Risk Assessor



## Role purpose:

To ensure the safety of residents and visitors in our buildings by carrying out fire risk assessments, and by working in partnership with internal and external stakeholders, to ensure our customers' needs are met and the departmental/team/organisational objectives are achieved.

You will be fully supported and will be required to undertake specific training as part of your duties and will need to aim towards becoming a member of a professional body, ideally the Institute of Fire Engineers (IFE).

You will be encouraged to actively work towards 'Third Party Accreditation' where you will be on the National Fire Risk Assessors Register, if you have the desire in the future.

## Key results:

Carry out Fire Risk Assessments (FRA's) on nominated properties and produce timely reports whilst managing workload. You will be required to undertake specific training as part of your duties.

Review existing fire precautionary measures within properties.

Deliver FRA reports promptly and correctly to the Peabody management system to enable the Fire Safety Team (FST) to create actions plans and the Delivery Teams to issue work efficiently.

Ensure fire risk assessment software (RiskBase) is used, where appropriate, and support the drive to use this for as many FRA's as possible.

Develop and maintain relationships with internal and external stakeholders in order to support our customers and to assess clients' needs.

Advise and support our customers in resolving their queries and issues and ensuring that their expectations are managed.

Liaise with operational teams, where applicable.

Develop your skills by undertaking specific training as part of your duties and you will need to aim towards becoming a member of a professional body, ideally the IFE and actively work towards Third Party Accreditation.

Participate in the FST's Quality Assurance of FRAs undertaken by other team members and implement best practice across the team using any training or new knowledge to continuously improve the risk assessments.

Make a difference (either saving the company money, contributing to operational excellence, helping to build a safe culture etc).

Fully support the Director of Compliance and Fire Safety, Fire Safety Manager, Senior Fire Risk Assessor and FST to plan, deliver and implement the FRA programme.

Prioritising of FRA's where necessary.

Version Date: 10/2025

Signed off by:

Mel Green

## Success metrics:

Carry out FRA's on nominated properties, produce timely reports and ensure that KPI's are met.

Update and maintain systems and records to ensure that information is kept up to date and accurate.

Monitor the programme and report delays to FST.

Understanding Peabody Health and Safety policies and other procedures to ensure, as far as is practicable, your own safety and that of others in the workplace so that consistent and standard practice is achieved across the Team and organisation.

Respond to enquiries from internal and external customers or re-direct as appropriate and ensuring a timely and customer focussed response is provided.

Growing and developing yourself and others (training, knowledge sharing etc). Take on more challenging roles as the department evolves.

Deliver excellent customer care and value diversity and inclusivity.

## About you:

### You will be:

Able to work independently, exercising good initiative and judgement; with an attention to detail and ability to work on a variety of tasks simultaneously.

To work for a high performing and dynamic team where the culture fits your style with high calibre colleagues.

Believe you can add value in this environment and Peabody

Demonstrating time management and prioritisation skills with the ability to prioritise own workload, lone work and organise, without close supervision.

Able to work under pressure and meet deadlines and targets

In possession of excellent fire risk assessment skills and have a demonstrable track record of achieving effective and pragmatic assessments.

Able to show attention to detail and ability to work on a variety of tasks simultaneously.

### You will have:

NEBOSH fire or equivalent.

Driver's license can be useful but not essential. Under 'normal' circumstances, public transport will be the preferred mode of transport.

Excellent analytical skills and have a demonstrable track record of being pragmatic and providing clear, concise solutions to problems

Evidence of specialist training and experience, membership of a professional body, or certification by a third-party certification body. The expectation is to be a minimum of Tier 2 Assessor.