



**Job description and person specification.  
Fire Risk Assessor (MIFE)  
3 days per week**

**Introduction**

An opportunity has arisen for a Part Time (3 days per week) Fire Risk Assessor to work alongside the current consultancy team. The role will be to carry out fire risk assessments and other fire related consultancy works around the UK, as such the successful candidate will need to travel and be flexible on working days.

Applicants are requested to send a CV (labelled ***Fire Risk Assessor application***) to:  
Richard Beale  
RB Health and Safety Solutions Ltd  
Blacklands Business Centre  
15 Fearon Road,  
Hastings, East Sussex. TN34 2EP  
Email: [richard@rbhealthandsafety.co.uk](mailto:richard@rbhealthandsafety.co.uk)

**Job advert**

RB Health and Safety Solutions are seeking a highly motivated and proactive part time (3 days per week) Fire Risk Assessor. Flexibility and willingness to travel are essential as well as membership of the Institute of Fire Engineers (IFE).

**Job description**

Job title: Fire Risk Assessor  
Responsible to: Operations Director  
Hours of work: 3 days per week (Flexible)  
Pay Scale: £30,000 PA for 3 days per week (equivalent to £50,000 full time)  
Location: Venue based  
Closing date for receipt of CV's: Monday 28<sup>th</sup> Jan 2020  
Interview date: TBC  
Start date: As soon as available.

**Summary of main responsibilities**

- Undertaking fire risk assessments at clients premises
- Report writing
- Building relationships with client
- Responding to ad-hoc fire related queries
- Undertaking other fire safety related consultancy works such as liaising with enforcement officers on clients behalf
- Undertaking other administration duties as dictated by the needs of the organization
- Liaising with current and potential clients
- Promotion of services
- Achieving key performance indicators (mainly quality KPI;s)
- Other duties as dictated by the needs of the organisation.

## Person Specification – Fire Risk Assessor

Criteria	Essential / Desirable
<ul style="list-style-type: none"> <li>➤ Experience                             <ul style="list-style-type: none"> <li>○ Experience of completing fire risk assessment at varying venue types</li> <li>○ Good understanding of the relevant fire safety legislation and British standards</li> <li>○ Report writing</li> <li>○ Experience within an enforcement role preferable (not essential)</li> <li>○ Work without direct supervision and able to develop own skills</li> </ul> </li> </ul>	Essential
<ul style="list-style-type: none"> <li>➤ Skills                             <ul style="list-style-type: none"> <li>○ Able to work to deadlines and meet KPI's</li> <li>○ Excellent communication skills with a diverse range of people</li> <li>○ Good computer skills including Word and Excel</li> <li>○ Good presentation skills</li> <li>○ Ability to communicate and present to senior managers across a range of organisations</li> <li>○ Ability to work as part of a team</li> </ul> </li> </ul>	Essential
<ul style="list-style-type: none"> <li>➤ Qualifications                             <ul style="list-style-type: none"> <li>○ Member of the Institute of Fire Engineers MIFE (or equivalent)</li> <li>○ IT qualifications (Word, Excel, Outlook, PowerPoint)</li> <li>○ Health and safety (IOSH or NEBOSH)</li> <li>○ Fire engineering qualifications</li> </ul> </li> </ul>	Desirable
<ul style="list-style-type: none"> <li>➤ Other Requirements                             <ul style="list-style-type: none"> <li>○ Approx 70% of clients will be Theatres or Production companies, so a knowledge of this environment would be beneficial</li> <li>○ Self-motivated</li> <li>○ Work additional hours as required by the nature of the business</li> <li>○ Commitment and loyalty to the organisation's mission</li> <li>○ Ambition and drive to help the organisation grow</li> </ul> </li> </ul>	Desirable
<ul style="list-style-type: none"> <li>➤ Knowledge of health and safety would be an advantage but not essential as training will be provided.</li> </ul>	Desirable