February 2021

Newcastle City Council

Person Specification

Fire Safety Officer

Part A
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential
- NVQ L3 qualification in Fire risk assessment e.g. NEBOSH Fire Safety Certificate or equivalent.
- Recent experience carrying out fire risk assessments in a range of premises producing reports incorporating proportionate and cost-effective advice.
- Excellent analytical, interpreting, negotiating and communication skills
- Ability to advise and support managers/senior managers on setting Fire Safety standards, fire safety management and monitoring to drive improvements.
- Ability to coach/mentor health and safety staff to develop their capabilities, and technical fire safety competence.
- Ability to prioritise and plan work and to support service delivery to internal and external clients.
- Ability to work as part of a team and automously
- Ability to use Microsoft Office 365 packages

Part B - Desirable

- Experience in conducting DSEAR assessments.
- Experience in fire safety investigation to identify causes and make appropriate recommendations to prevent future fires.

Part B
The following criteria will be further explored at the interview stage:

- Ability and experience in conducting fire risk assessments in a variety of premises with different levels of fire risk and producing reports with prioritised cost-effective recommendations.
- Approach to applying and interpreting relevant fire safety legislation
- Negotiations and persuasive skills
- Approach to relationship management
- Approach to team working
- Approach to managing workload to meet deadlines
- Communication and interpersonal skills
- Approach to embedding Equalities Policy in your day to day role