Building homes, independence and aspirations

Job Profile

Job Title	Estate Compliance Assessor		
Job Reference No.	HOMEJD613	Date of issue:	April 2026

The job in a **nutshell…**

Ensuring our customers, colleagues, and visitors are safe by conducting fire safety and estate inspections across our properties and communal areas. From checking fire systems to keeping communal spaces hazard-free, you'll make sure everything complies with safety regulations and best practices. Your detailed reports and proactive approach about your region, will help us stay ahead of risks, making a real difference to the safety and wellbeing of our communities.

What **success** will look like**…**

You make a tangible impact on the safety and wellbeing of everyone using our estates, creating a safe, welcoming, and compliant environment that aligns with legal and organisational expectations.

Working on your own, you ensure that all regular scheduled checks are undertaken to plan, managing your workload and schedule to ensure we fulfil our regulatory obligations.
You consistently conduct thorough fire safety and estate inspections across residential buildings, communal areas and estates, proactively identifying hazards, ensuring actions to address them are promptly carried out.

Fire safety and all relevant tests are carried out in line with regulatory compliance, and your detailed records, including updates to the Health & Safety Control Book, provide a clear and reliable account of all safety checks and compliance actions, ensuring that documentation is accurate and up to date.

Actions identified as a result of the fire safety checks or estate inspections are acted upon in a timely manner. Orders to contractors to resolve any deficiencies found on site, are raised promptly on relevant Home Group systems, and reinspection of works are carried out on completion.

Working with customers, contractors, and internal teams, fostering a collaborative approach to safety and compliance while addressing concerns and providing reassurance about the safety of communal areas, and ensure customers fire risk to life is minimal.

Where faced with unexpected or challenging situations, you remain calm under pressure and use your resilient approach to identify the appropriate and best solution.

You stay current with changes in health and safety legislation and best practices, ensuring all inspections and procedures reflect the latest standards. Your proactive approach helps continuously improve compliance processes.

You'll already have these **brilliant** skills, qualifications and knowledge**...**

Transferable Skills.	Technical qualifications, experience and knowledge.
We are self-starters • Be well organized • Be proactive • Strive to get it right first time	**Fire safety inspection and testing** • Basic understanding of fire safety and prevention procedures • Experience of carrying out building and fire safety system checks and inspections • Awareness of hazards within communal areas and how these impact customer safety
We have an eye for detail • Working in a safe, effective, caring and well led way • Applying legislation working within policies and procedures • Using and recording information accurately and timely	**Estate and fire safety compliance knowledge** • Understanding of relevant legislation linked to estate and fire safety • Ability to apply legal and regulatory requirements in line with policies and procedures • Knowledge of compliance expectations for residential buildings and communal spaces
We are intuitively collaborative • Understand and play to each other's strengths to achieve a common goal • Work with others as part of one Home Group team • Be brave: communicate and collaborate with people beyond your usual team	**Digital record keeping and systems use** • Experience of keeping accurate and timely inspection and compliance records • Confidence using multiple systems and technologies to record safety information • Maintaining clear, up to date documentation, including health and safety records

We'd also love you to have, or be **brilliant** at… (but don't worry if not)

Familiarity with the practicalities of working across multiple locations, including driving and managing a diverse workload.

We're all **accountable** for…

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you … they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff…

Budget Holder	No	Budget value up to £	Enter value
Manages People	No	# of direct reports circa	Enter value
Travel	Frequent	Driving Essential	Yes
DBS	None		


Brilliant people
we are one team, unique and valued
Accountable
Caring
Commercial
Energised
We have an eye for detail
We are intuitively collaborative
We have a win-win mentality
We get where our customers are in their lives
We unleash the potential of others
We have creative spark
We know how the world works and our place in it
We are great influencers
We are self-starters
We are organisers and drivers