

Job Profile

Job Title	Fire Safety and Compliance Surveyor		
Reports to (job title)	Maintenance Contract Manager		
Job Reference No.	HOMEJD863	Issue Date	16/04/2025

The job in a nutshell...

You manage fire and building safety works across our homes, including improvements, servicing, and follow-up actions. You make sure all work complies with regulations, safety legislation and recognised best practice, while maintaining accurate records to support the golden thread of building safety information.

You carry personal responsibility for getting safety decisions right. By working closely with contractors, colleagues and customers, you help keep people safe, give reassurance that risks are being addressed, and sign off works that meet the standards our customers and regulators expect.

What success will look like...

Fire and building safety works are consistently delivered to the highest standards because everything is completed in line with the right regulations, industry best practice, and legal requirements. You carry personal accountability for making sure works meet safety legislation and stay close to the detail to avoid mistakes that could have serious consequences. Because of your approach, there's zero tolerance for non-compliance and a culture of safety and accountability is embedded in how we do things.

Fire Risk Assessments and related safety surveys are acted on promptly. Works are specified with clarity and accuracy to meet required standards, and clear decisions are made to reduce risk to customers and properties. Because you stay close to each case, works are prioritised well, risks are mitigated quickly and properties remain safe and compliant across a diverse range of homes and building types.

Contracts for fire safety and building safety remediation are well managed from end to end. You build positive, professional relationships with contractors and hold them to account through clear expectations and regular on-site checks. Because you're on the ground and proactive, issues are resolved early, value for money is delivered, and contractors complete work to the right standard. Works finish on time, to cost, and meet the required fire safety outcomes.

Active and passive fire servicing and survey contracts are well managed because you take

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responsibility for ensuring they run smoothly. Actions from servicing reports and surveys are acted on promptly, and all required safety measures remain up to date, effective, and compliant. Because of your oversight, key building safety systems are properly maintained and regularly reviewed, meaning risks are reduced and our responsibilities under fire safety legislation are always met.

A proactive and professional service is delivered consistently because you take ownership, communicate clearly, and act quickly to resolve issues. Detailed records are maintained, customer expectations are well managed, and service standards are met reliably. Because of your work, customers feel informed, safe, and listened to. This supports stronger satisfaction, builds trust, and helps us meet the commitments set out in our Customer Promise.

When issues arise, they're resolved quickly and with ownership. Problems aren't passed on or delayed, they're acted on straight away, with clear communication and input from the right people. Because of this, trust is built with customers and colleagues, complaints are reduced, and customers feel reassured that safety concerns are taken seriously and put right promptly.

You build strong relationships with colleagues and stakeholders and understand how your work supports wider organisational goals. Because of this, you contribute positively to business priorities and work in a way that supports joined up delivery across teams. Your role strengthens alignment between safety actions and the broader work of the organisation.

Audit and inspection processes are embedded and effective because you make sure they happen regularly and to a high standard. They aren't just tick-box exercises, they lead to action. Issues are followed up promptly, and learnings are fed back into future work. This means safety standards are not only met, but continuously reviewed and improved, giving assurance to customers and regulators alike.

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

Transferable Skills.	Technical qualifications, experience and knowledge.
Energised - We Are Great Influencers • A real self-starter, well organised, enthusiastic, curious, positive, proactive and solutions focussed. • Adapt your style to meet the needs of others. • Build rapport and develop relationships.	Knowledge and understanding • Strong knowledge of building and fire safety in the housing sector with the ability to identify and mitigate risks to customers. • Awareness of external factors that may influence or change the way we work, including legislation, regulation, and industry guidance.
Accountable - We Have a Win-Win Mentality • Take ownership of joint issues, build rapport and develop relationships. • Be positive and solutions focused. • Strive to find a solution everyone is happy with.	Experience • Proven background in active and passive fire safety, building safety, construction, maintenance, housing, or contract management. • Experience of surveying, specifying, and managing fire and building safety risks or other related technical projects.
Commercial - We Know How The World Works And Our Place In It	Qualifications and professional accreditations • RICS or CIOB accredited Building Surveying degree or similar

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• Take responsibility for making sure that your knowledge is up to date, read and listen to updates about our sector and fire and building safety. • Understand our current challenges and ask, 'what does this mean for me and those I work with'. • Understand the direction we are taking and explain the reasons behind key decisions.	qualification, or strong equivalent experience built up through your working profession. • Chartered Institute of Building Level 6 Certificate in Fire Safety in Construction. • Or other similar recognised qualifications that can be evidenced.
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We'd also love you to have, or be **brilliant** at... (but don't worry if not)

• NEBOSH (National Examination Boards in Occupational Health and Safety). • Membership of the Institute of Fire Safety Managers / Institution of Fire Engineers. • The ability to keep a level head when things get busy. • Evidence of your willingness to learn new skills, being curious with a desire to develop your career.
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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 in order 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.
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Other **important** stuff...

You'll be a budget holder? No ☒ Yes ☐ ... Will spend budget but is not accountable for

You'll manage people? No ☒ Yes ☐

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional ☐ Regular ☐ Frequent ☒

This role requires a DBS check No ☐ Yes ☒

Basic ☐ Standard ☒ Enhanced ☐

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