# Role Profile

## Role Title: Fire Risk Officer

**Business Area:** Growth and Assurance
**Department/Team:** Health, Safety and Property Compliance/ Fire Safety
**Reports to:** Fire Safety Manager
**Direct Reports and span of control:** None
**Dimensions** Responsible for fire safety and compliance.
**Created/Reviewed date:** July 2026

### Role Purpose

To provide specialist fire safety advice to the Aster Group and all other areas covered by service level agreements. To ensure that the Aster Group and others operate within specified legal requirements with regards to fire risks. Develop action and safety implementation plans for all areas where necessary. Ensure that works arising from fire risk assessments are carried out according to set priorities

### Key Accountabilities

Under the direction of the Fire Safety Manager and the Head of Fire Safety Management, you will be required to assess fire strategy for all relevant Group buildings and all relevant parts of buildings in accordance with The Regulatory Reform (Fire Safety) Order 2005.
Liaise with external bodies such as Primary Fire Authority, contractors, consultants, Local Authorities and other Associations.

1 To ensure that regular inspections are carried out on all Group dwellings and buildings with common areas, undertaking fire risk assessments according to BS9792 and PAS 79.

2 Audit and review of 3rd party fire risk assessments undertaken by contractors.

3 Periodically review the fire risk assessments and maintain a database of assessments for examination by and distribution to all interested parties.

4 Assist with fire specifications as and when required for works in conjunction with all relevant colleagues.

5 With the Fire Safety Manager, to act as a contact with the groups Primary Fire Authority Partner

6 Ensure that the priority matrix timescales are adhered to by issuing programmes of fire safety work to the planned delivery teams and in accordance with allotted budgets.

7 Ensure that all relevant fire safety information is accessible for the Group's common areas, schemes and HMOs.

8 Work with the Primary Authority and colleagues following any fire related incident, to investigate, understand and communicate learning outcomes to the Group.

9 Provide reports and statistics as required to relevant panels or groups such as Fire Safety Management Group (FSMG).

10 Liaise and co-operate with any enforcing authorities and contractors,

11 Advise on any necessary fire safety training across the Group, delivery of tool box talks and in-house training.

12 In liaison with the Primary Authority, provide technical advice, guidance and support on statutory and regulatory requirements.

13 Undertake any other duties as required by the Head of Fire Safety and the Fire Safety Manager.

14 Ensure that procedures and works under your control comply with:
- Control of Asbestos at Work Regulations 2012
- Construction Design & Management Regulations
- Recommendations and guidance issued by the Health & Safety Executive
- Health and Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Energy Performance of Buildings Directive
- Energy Act 2011
- Housing Act 2005 (Parts 1 & 5)
- The Regulatory Reform (Fire Safety) Order 2005

## Experience and Qualifications

### Education, Vocational Training & Qualifications

- NEBOSH General Certificate or equivalent. - Desirable
- Fire Safety and Fire Risk Assessment training to a minimum of Level 3 (Institute of Fire Engineers/Institute of Fire Safety Managers or equivalent) – Essential
- A minimum of Technician Grade with either the Institute of Fire Engineers or Institute of Fire Safety Managers - Desirable
- Asbestos training, knowledge and/or experience - Desirable
- Accredited Domestic Energy Assessor- Desirable
- TFRAR Level 2 – Working towards

### Experience

- Substantial Demonstrable experience in construction/ fire safety industry – Essential
- A minimum of two years' experience in carrying out fire risk inspections and producing reports - Essential
- Substantial knowledge and ability to act in roles encompassing fire risk assessment and fire safety within a Housing environment - Essential
- Significant understanding of the importance of value for money and efficiency. - Essential

- Some experience of affordable housing - Desirable
- Significant experience of producing formal reports for Board and other meetings - Desirable
- Substantial experience of researching and developing fire safety policies, procedures and guidance - Essential
- Significant experience of developing and delivering fire safety training - Desirable
- Substantial experience of using PC packages including Word and Excel – Essential
- Substantial knowledge of the framework and enforcement process for fire safety – Essential
- Current up to date knowledge of fire safety legislation and standards - Essential

*Complexity*

The complexity of the role and decisions made at this level are commensurate with the position of a Fire Risk Officer with the experience required for this position.

You will be required to undertake Type 1 and Type 3 fire risk assessments in the Aster Groups portfolio of schemes deemed to be in the high priority, and low priority category. Highlighting improvements and solutions for problems and actions identified, whilst documenting, findings in a comprehensive and well thought out manner. Use of the safety, health and environmental database system to record your findings. Some solutions may be complex and require thorough needs analysis, knowledge and experience applied to arrive at realistic and sensible solutions. You will be required to deliver some in house fire training to employees across various directorates of the company. You may be required to manage some fire related projects giving advice and assistance. Liaising from time to time with external fire consultants to assist in the provision of Type 4 risk assessments and specifications for the company.

*Impact*

The most impactful decisions pertaining to this role is to undertake fire risk assessments of a number of the Groups high priority schemes, supplying sound fire safety advice to the company. The role involves the oversight and checking of high-risk schemes and cross pollinates with the Health and Safety Advisors general risk assessments. The role is to assist the company in gaining the appropriate level of Fire Safety standards throughout the business within the high priority schemes. This will involve a huge focus on tactical working with front line teams, taking a hearts and minds approach to gain employees buy in to the required levels of adherence and standards. Working across many of the company directorates you will need to be able to motivate and engage with all levels of staff. You will be required to also carry out some awareness training of independent living officers and hold awareness talks with residents at organised meetings.

You will have the autonomy to set your work diary to deliver the agreed projects and business objectives. You will need to have a flexible approach to work and occasionally undertake work outside normal working hours. This role's accountability deals with long term and short-term decision making. You will work in conjunction with the Fire Safety Manager and training lead to organise specific training for the business's directorates.

*Influence*

This role requires:

- Excellent communication skills, both written and verbal - Essential
- The ability to communicate effectively with people on all levels - Essential
- The ability to use own initiative and adapt to changing circumstances - Essential
- Be able to motivate others in order to deliver agreed actions - Essential
- Be able to exhibit a tenacious and determined attitude in order to meet objectives – Essential
- The ability to conduct thorough investigations into fire accidents or possible breaches of fire safety regulations and report on outcomes – Essential
- The ability to process numeric data and produce accident statistics - Essential
- Take a methodical and logical approach to work with an eye for detail and precision – Essential.
- Flexibility to work across all areas of our operation as necessary and occasionally undertake work outside normal office hours
- A commitment to deliver a high-quality service in a timely fashion - Essential
- A commitment to improving standards – Essential
- A current, full driving license or the ability to travel around the local vicinity – Essential
- A relaxed approach and remaining calm under pressure – Desirable
- Taking responsibility for own personal development, keeping up to date with changes in legislation, best practice and other developments which affect the business – Essential
- Undertaking other duties and responsibilities as may reasonably be required from time to time by the Fire Safety Manager – Essential

*Resources Management*

- You will be required to manage your own time and liaise with other stakeholders (internal and external) as appropriate to maximise outputs, efficiencies and stakeholders' satisfaction.
- Manage your time to ensure that you are completing designated work in line with business requirements, fire safety projects and the main health and safety department plan, including your planned scheme fire risk assessment visits.
- You conduct thorough investigations into possible breaches of fire safety regulations and report on outcomes.
- Organise and deliver appropriate levels of fire training against agreed outcomes and agreed training plans for independent living officers.
- Liaise with internal employees and work closely with the Training and Compliance Lead.
- Take a methodical and logical approach to your work.