



Job Profile

Job Description

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|--|---|
| Job Title: Building Safety Inspector | Grade: SO1 |
| Section: Estate Services | Directorate: Resident and estate services |
| Responsible to following manager: Assistant estate services manager (Line Manager) | Responsible for following staff: Not applicable |
| Post Number/s: RWH7403 | Last review date: August 2025 |

Working for the Richmond/Wandsworth Shared Staffing Arrangement

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

With respect to the fire and building safety regime you will be responsible for a range of health and safety inspections, tasks and monitoring covering the council managed residential blocks and estates, including fire safety inspections, water quality and asbestos checks.

Specific Duties and Responsibilities

1. Responsible for an undertaking a range of health and safety inspections to ensure the communal areas of blocks and estates are hazard free and compliant with relevant legislation.
2. Inspect blocks to ensure fire escapes, communal areas, intake and riser cupboards are clear and take appropriate action to resolve issues, liaising with other sections as appropriate.
3. Responsible for ensuring hopper heads, refuse chutes and in rooms are in good repair and clear of hazardous materials.
4. Responsible for undertaking regular inspections of dry risers, arranging repairs where necessary.
5. Responsible for ensuring communal fire doors are in good working order and raising appropriate orders as required.
6. Ensure electrical/service/store/riser doors are secure and have adequate fire resistance, appropriate ironmongery, raising repairs as required.
7. Inspect for breaches of compartmentation in communal areas, identifying issues, and raising orders to certified contractors to complete required fire stopping.
8. Responsible for updating Fire Risk Assessments for actions relating to communal areas as appropriate.
9. Responsible for ensuring means of access to areas such as lift motor rooms, tanks rooms, flat roofs are safe arranging any repairs required.
10. Responsible for ensuring that the appropriate lift, wayfinding and any other required signs area in place.
11. Play a key role in maintaining water safety in tank rooms through water sampling, temperature testing and maintaining tank rooms in a good condition. This will include raising repairs and any necessary post inspections.
12. In accordance with the asbestos management plan, responsible for the quarterly review of asbestos containing materials within the communal areas and updating the asbestos management register as necessary.

13. Will undertake the training necessary for the duties outlined in this role and will develop an understanding of the legal framework underpinning the inspection regime.
14. This job description is written in the form used for grading posts. It is not intended to be an exhaustive or final statement of the duties required of any particular post or post holder. Any proposal to change the job description will first be the subject of consultation with the post holder, who may seek the advice of a personnel officer or a staff representative.
15. To carry out any other duties deemed appropriate by the Estate services manager, in agreement with the Children's Services Policy Team.

Generic Duties and Responsibilities

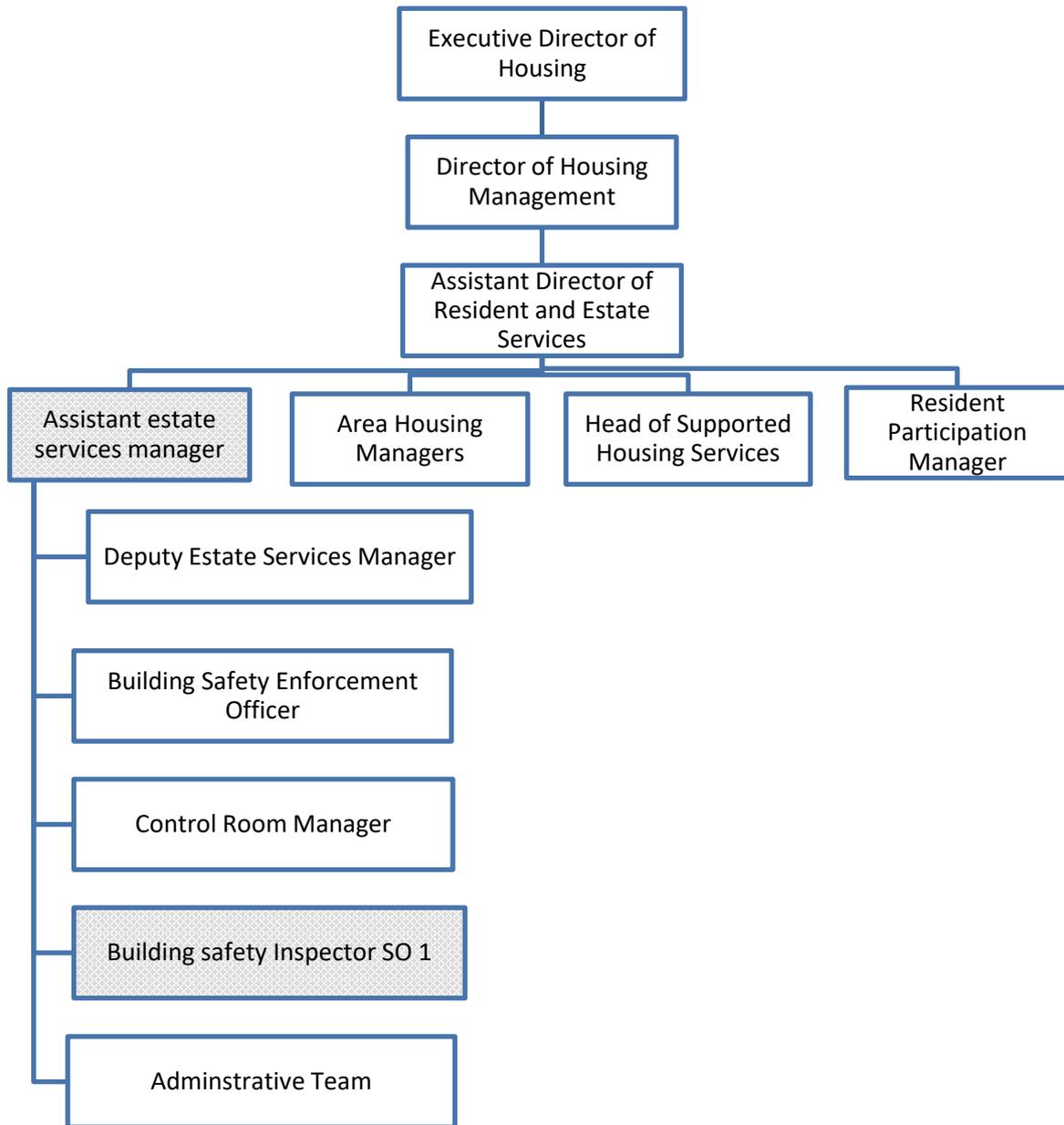
- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnership.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional information

The postholder will undertake available training opportunities and show a commitment to continuous development, maximising potential and ensuring the efficient delivery of Council services, and participating in the staff development and appraisal scheme.

Team structure

For the current structure please go to The Loop.



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

| Person Specification Requirements | | | Assessed by A/I/T/C (see below for explanation) |
|---|-----------|-----------|---|
| Knowledge | Essential | Desirable | Assessed |
| Good understanding of the building and fire safety legislation as it applies to residential buildings and estates and the importance of compartmentation in ensuring the safety of residents. | X | | A/I |
| A practical understanding of building and construction services | X | | A/I |
| A basic awareness of health and safety issues and willingness to develop your knowledge in that area | | X | A/I |
| An Understanding and commitment to the Council's equal opportunities policy | | X | A/I |

| Experience | Essential | Desirable | Assessed |
|--|------------------|------------------|-----------------|
| Experience of dealing with the public face to face, in a variety of situations, which may occasionally be stressful. | X | | A/I |
| To be able to work alone and under own initiative | X | | A/I |
| Able to climb stairs and ladders in order to access lift motor rooms and complete inspections | X | | A/I |
| Skills | Essential | Desirable | Assessed |
| Must be tactful, diplomatic and flexible when communicating with the public, Council Members and other stakeholders | X | | A/I |
| Ability to prepare short written reports | X | | A/I |
| Ability to prioritise high volume workloads to meet constantly changing demands and deadlines continually working under pressure | X | | A/I |
| Ability to learn IT skills, including the effective use of relevant software systems | | X | A/I |
| Qualifications | Essential | Desirable | Assessed |
| N/A | | | |
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A – Application form / CV

I – Interview

T – Test

C - Certificate