

## **Job Description: Intelligence Officer, Fire Safety (Joint Inspection Team)**

<b>Reports to:</b>	JIT Team Leader
<b>Directorate/team:</b>	Joint Inspection Team, Fire Safety (JIT)
<b>Grade:</b>	Grade 6

### **Job Purpose:**

To coordinate and assist JIT team advising local authorities on the identification of combustible materials in wall systems in blocks and the responsible parties. To support the JIT team in carrying out Housing Health Safety Risk System (HHSRS) site inspections of unsafe high-rise residential blocks under Housing Act 2004 and carry out quality checks of written work.

### **Core Accountabilities:**

#### Identification stage of the Housing Act 2004

1. Advise host boroughs on tracing responsible person/ interested parties for enforcement purposes e.g. Freeholder/ leaseholders etc.

#### Enforcement stage of Housing Act 2004: Pre-inspection

2. Be responsible for preparing for JIT site inspections e.g., obtaining information on blocks from DLUHC casework team, researching internet/planning portals for information on the landlords, and on the blocks, (materials, design, nature of residents etc).
3. Contribute to the development of networks and partnerships that are of value to the LGA and work to maintain a positive reputation for the Group with local authorities, central Government, partners, and stakeholders.
4. Work as part of a team, contributing towards building a culture of flexible and collaborative team working to ensure that the JIT team meets its business objectives and responds effectively to new or changing requirements.
5. Model the LGA's values and work in accordance with health and safety, equal opportunities, and environmental policies.
6. Undertake any other duties and responsibilities appropriate to the post.

### **Specific Accountabilities:**

1. Liaise with host local authorities on missing information. Advising management on key information obtained and gaps/ risks.

2. Produce intelligence summary of block including floor plans annotated in colour for use by JIT team on site.
3. Ensure JIT Team has appropriate information (and requests sent to host local authority), on risk assessments, and vulnerable/ potentially aggressive residents.
4. Ensure intelligence information is stored correctly and shared appropriately.
5. Obtain copies of enforcement policies of potential JIT 'host' boroughs.
6. Ensure effective quality assurance across all JIT reports before external distribution

Post inspection –

7. Ensure evidence handling & processing is carried out appropriately ensuring legal requirements are adhered to (mainly photographic evidence)
8. Data handling / processing e.g. maintaining photo log, uploading photos to host Local Authority SharePoint site.
9. Collate risks highlighted and actions required within draft report to go in recommendations/ suggested works section. Drafting sections of HHSRS report relating to intelligence, responsible parties & current fire arrangements according to documentation.
10. Contribute to other sections of the report e.g. relating observations to documents, noting things such as contradictions, unqualified/ unexplained assumptions.
11. Potentially assist with advising local authorities on works required to go in Improvement Notices.
12. Collate witness statements of JIT colleagues and prepare 'packs' for JIT staff attending Tribunals/Court.
13. Check appropriate websites/publications for updates e.g. DLUHC, 'Inside Housing'
14. Given the unsafe buildings are spread across England, it will be necessary to visit and stay overnight occasionally (not most inspections).
15. Liaise with IT over use and development of software packages.

**Relevant Contacts:**

**LGA:**

LGA Managers  
JIT Team

**Local Authorities:**

Senior Officers  
Sector experts/professional bodies

**Other:**

CIEH  
DLUHC  
Building Safety team

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## **Person Specification: Intelligence Officer, Fire Safety (Joint Inspection Team)**

### **Qualifications**

- Educated to degree level or equivalent

### **Knowledge and Experience**

- Experience of service delivery with customers.
- Experience of arranging events, involving customers and external stakeholders or site visits or inspections.
- Essential to have some understanding of how buildings work, of common disrepair problems, and some fire safety problems within a tall block of flats. An understanding of the English legal system and experience of appearing in a Tribunal/ Court is an advantage.

### **Skills and Abilities**

- Excellent interpersonal skills, with the ability to investigate, research via internet, making phone calls, building a list of contacts.
- Flexible approach to work, with a keenness to adapt to meet changing work requirements.
- Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for attention to detail, order and accuracy.
- Excellent IT skills, including Word and Excel with the ability quickly to learn new packages as required.
- Excellent written skills, with the ability to accurately summarise and convey complex information.
- Able to deliver under pressure, prioritising work against competing demands to meet deadlines.

### **Other considerations**

- The job will involve attending events and other meetings across the UK and outside normal office hours. A flexible attitude to working hours and working away from the office and/or home is essential.