

Job description

Position:	Auditor – Fire Risk Assessment & Life Safety Systems
Reporting lines	<i>Reporting into the relevant Operations Manager / Head of Field Operations</i>

Purpose of the role

To manage and deliver a programme of third-party audits and surveillance visits for an allocated portfolio of NSI Approved Companies and other organisations for which NSI acts as a certification body, with a specific focus on Fire Risk Assessment operating under the NSI Fire Life Safety schemes.

The postholder will assess the competence and compliance of organisations and individuals undertaking fire risk assessment, identify strengths and areas for improvement, evaluate corrective actions and provide professional feedback that adds value while maintaining the independence, consistency and integrity expected of an NSI auditor.

The role also includes initial assessments, witnessed assessor visits, special/additional audits and technical complaint inspections for new, existing or prospective applicants. The nature of the role requires effective journey planning and regular travel, including overnight stays where necessary.

Responsibilities

Auditing and portfolio management

- Manage an allocated portfolio of Approved Companies and customers, ensuring validator assessments, surveillance, recertification and other required audit activity is completed within agreed timescales.
- Plan and undertake preliminary, initial, routine, special/additional and recertification audits in accordance with NSI policies, procedures and applicable certification requirements.
- Carry out audits against the BAFE SP205 scheme and associated NSI Fire Life Safety requirements, subject to individual competence and authorisation.
- Assess organisational arrangements and the technical competence of fire risk assessors, including sampling and evaluation of fire risk assessments and supporting evidence.
- Prepare proportionate visit plans, audit reports, findings and recommendations that are clear, accurate, evidence-based and completed within required reporting timescales.
- Assess and comment on corrective actions proposed by audited organisations and progress findings through to satisfactory closure in accordance with NSI requirements.
- Identify and escalate significant compliance, certification, technical or performance concerns to the appropriate manager or technical function.
- Undertake liaison visits, technical complaint inspections, ad-hoc investigations and other audit-related assignments as required.

Regional planning and customer service

- Plan audit activity efficiently across the allocated portfolio, maintaining an accurate and up-to-date diary and supporting effective use of travel time and company resources.
- Build professional working relationships with Approved Companies and applicants while maintaining auditor impartiality, independence and appropriate professional boundaries.
- Communicate clearly with customers before, during and after audits, including confirming audit arrangements, explaining findings and ensuring expectations and next steps are understood.
- Work collaboratively with Operations, Technical, Certification and administrative colleagues to support timely audit delivery and certification decisions.
- Be willing to travel extensively throughout the region and, where business need requires, elsewhere in the UK, including regular nights away from home.

Technical competence and continual development

- Maintain current knowledge of relevant British, European and International Standards, NSI scheme criteria, applicable fire safety legislation, guidance and recognised industry practices relevant to assigned Fire Risk Assessment audit scopes.
- Maintain and develop technical competence in fire risk assessment, including the BAFE SP205 scheme and relevant methodologies and guidance such as PAS 79.
- Maintain current knowledge of fire safety principles and precautions, including means of escape, fire detection and warning, emergency lighting, fire-resisting construction, fire doors and other matters relevant to competent fire risk assessment.
- Participate in witness audits, calibration activities, technical briefings, auditor meetings, training and continuing professional development activities.
- Take responsibility for personal development and for maintaining the knowledge, skills and behaviours required for authorised Fire Risk Assessment audit scopes.

Other responsibilities

- Ensure company vehicles, IT equipment and other resources are used and cared for in accordance with company policy.
- Comply with NSI information security, data protection and acceptable-use requirements.
- Maintain accurate records and complete all required audit administration within agreed timescales.
- Contribute to improvement activities, technical feedback and other reasonable duties consistent with the purpose and level of the role.

Knowledge

- In-depth understanding of the BAFE SP205 scheme and associated requirements for organisations providing life safety fire risk assessment services.
- Strong working knowledge of recognised fire risk assessment methodologies and relevant guidance, including PAS 79.
- Knowledge of relevant UK fire safety legislation and guidance, together with applicable British, European and International Standards relevant to fire risk assessment and life safety.
- Ability to interpret fire risk assessments, technical documentation, records and supporting evidence and determine whether these demonstrate competent and compliant service delivery.
- Practical understanding of fire safety measures and principles sufficient to assess the suitability and sufficiency of fire risk assessment activities across a range of premises.

Essential Skills

- Strong organisational, diary-management and time-management skills, with the ability to plan and work independently across a large geographical area.
- Ability to assess technical and management system information objectively and reach evidence-based audit conclusions.
- Clear written and verbal communication skills, including the ability to deliver constructive feedback and explain nonconformities professionally.
- Good interpersonal skills and the ability to build effective working relationships with customers and colleagues.
- Competence in Microsoft Office applications and the ability to use NSI business and audit systems effectively.
- Professional judgement, integrity, impartiality, confidentiality and a customer-focused approach.

Essential Experience

- Significant practical experience in fire risk assessment and fire safety, with sufficient technical knowledge and experience to assess the competence of organisations and individual fire risk assessors.
- Demonstrable experience of carrying out, reviewing or technically assessing fire risk assessments across a range of premises and risk profiles.
- Experience of auditing, inspection, compliance assessment or technical assessment within fire safety, fire risk assessment or a related certification environment.
- A recognised fire risk assessment/fire safety qualification, professional competence route, or demonstrable equivalent industry experience appropriate to the audit scope.
- Full valid driving licence.
- Ability and willingness to travel extensively, including overnight stays.

Desirable Experience

- Detailed knowledge and/or auditing experience of BAFE SP205 or equivalent third-party certification requirements for fire risk assessment organisations.
- Third-party certification auditing experience and experience working within an accredited certification environment.
- Membership of a relevant professional fire safety or fire risk assessment body and evidence of ongoing CPD.
- Experience assessing fire risk assessments for complex, higher-risk or multi-occupancy premises.
- Recognised auditor or lead auditor training.
- Previous experience managing a regional portfolio of customers or audit assignments.

Demonstrate NSI Values

Collaborative – Working together for positive outcomes, appreciate you can always learn and grow, be respectful, truthful but never arrogant

Curious - Ask questions without judgement or fear of being vulnerable be willing to be wrong and alter perspective

Ownership – Start with “How can I help?”, inspect don’t expect and lead by example

Improve – Take time to celebrate (and replicate) successes and explore lessons learned, own the change

Location and travel

This is a regional field-based role with National travel. Significant travel is an inherent part of the position and overnight stays will be required.