

## **Job Profile: Fire Safety Admin Assistant**

**Job Title:** Fire Safety Admin Assistant

**Job Grade:** Level 2, Zone 1

**Salary Range:** £29,413 - £31,529

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the role**

We are seeking an enthusiastic Fire Safety Admin Assistant to join the Property Management division within Camden Council. You will provide a diverse range of administration support to our Fire Safety advisors. The role will involve inputting and assessing data from fire safety risk assessments and distributing actions to the relevant teams. You will also respond to inbound queries via phone and email

About you

The role requires you to provide a diverse range of administration support to our Fire Safety advisors team, so excellent organisational skills are essential. You will also need to be an effective communicator and enjoy working within a busy team environment. You will also enjoy using your initiative to organise your working day effectively.

### **About you**

The role would suit those with previous experience in a building services team or those coming from a social housing background. Ideally you will have some knowledge of Fire Risk Assessments already, but this can be learned quite quickly.

Experience in the Fire safety Sector is not essential as full training will be given as the successful candidate will be able to work alongside our existing administration staff in order to learn our systems and procedures.

Good IT and organisational skills are essential alongside the ability to provide clear information in a simple format that is easy to understand.

Will involve inputting and assessing data from fire safety risk assessments and distributing actions to the relevant teams. You will respond to inbound queries via phone and email.

Assist the fire safety advisors team with the management of fire safety email inbox to ensure that all requests of information are responded to within organisation timescales.

**This role may require the post holder to attend site occasionally.**

**Excellent Computer skills in Microsoft products, including Outlook, Word, Excel, PowerPoint**

**Work Environment:**

The role is agile/hybrid working with combination of working in office, working from home, site visits required occasionally.

**People Management Responsibilities:** N/A

**Relationships:**

You will be in regular communications with various internal and external stakeholders, such as residents, Council committee members, staff, senior managers, fire safety contract managers.

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.