

Bernicia Group Role Profile

Title: Fire Door Inspector/Joiner

Reporting to: Compliance Manager – Fire

Date: November 2026

Purpose

To support the delivery of Bernicia's Fire Safety Strategy and associated compliance programmes by undertaking fire door inspections, repairs, maintenance and replacement activities across the organisation's housing stock and associated assets.

The role is responsible for inspecting, assessing, repairing and validating fire doors and associated passive fire protection elements, ensuring compliance with statutory landlord obligations, industry standards and organisational requirements. The postholder will contribute to the effective management of fire safety risks by identifying defects, undertaking remedial works and maintaining accurate compliance records and certification information.

The postholder will support the delivery of Bernicia's fire safety objectives through the provision of technical expertise, high-quality workmanship and professional customer-focused services, ensuring fire doors remain fit for purpose and compliant throughout their lifecycle. The role will support the delivery of planned inspection and maintenance programmes, validating compliance outcomes and contributing to a value for money, quality and performance-driven service.

The role will contribute to maintaining accurate fire safety data and records, supporting the organisation's compliance assurance framework, golden thread of information requirements and the ongoing safe management of landlord compliance responsibilities.

Accountabilities

Operational

Responsible for the delivery of a programme of cyclical technical inspections, repairs and maintenance of fire doors including:

- Undertake programmed fire door inspections across Bernicia's residential and commercial assets in accordance with agreed inspection frequencies, compliance programmes and organisational procedures.
- Inspect and assess fire doors, frames, glazing systems, ironmongery and associated passive fire protection measures, identifying defects, deterioration and non-compliance with relevant legislation, standards and best practice.
- Record and maintain accurate inspection findings, certification records, photographs and compliance information within designated compliance management systems.

- Support the monitoring of fire door inspection, repair and compliance performance, identifying trends and recommending corrective actions where required.
- Maintain accurate inspection, repair and compliance records within Bernicia's designated fire safety management systems, ensuring a clear and auditable record of compliance status.
- Carry out joinery, glazing and maintenance works to fire doors, frames and associated components, ensuring repairs preserve certified fire performance and comply with relevant standards.
- Undertake remedial works identified through inspection programmes within the scope of the role and escalate defects requiring specialist intervention or replacement.
- Inspect and validate completed remedial works to ensure repairs have been completed within agreed timescales, to required standards and achieve the required level of fire door compliance.
- Support fire door replacement programmes through surveys, validation inspections and quality assurance checks of completed works.
- Assist with compartmentation and passive fire protection inspections, reporting defects that may compromise fire safety.
- Maintain sufficient stocks of materials, tools and equipment to deliver inspection, maintenance and repair programmes effectively.
- Plan and organise workloads to ensure inspection and remedial programmes are delivered within agreed timescales and performance standards.
- Provide technical advice and guidance on fire doors, passive fire protection systems and associated compliance requirements.
- Investigate, report and support resolution of fire safety defects, recurring issues and compliance risks.
- Maintain up-to-date knowledge of fire safety legislation, fire door standards, passive fire protection requirements and industry best practice.
- Undertake all activities in accordance with health and safety legislation, risk assessments, safe systems of work and organisational procedures.
- Deliver a professional, customer-focused service when working with residents, customers, colleagues and contractors.
- Provide regular updates to the Compliance Manager - Fire Safety on inspection progress, programme delivery, risks, defects and site issues, escalating concerns where required.
- Contribute to the efficient and cost-effective delivery of fire door inspection, maintenance and replacement programmes whilst maintaining compliance and quality standards.

Corporate

- Comply with all relevant legislation and work within our policies and procedures.
- As appropriate to the role, take ownership of the data in your area and support the achievement of high quality data and data management across Bernicia, by ensuring any data recorded is accurate, reliable and trustworthy.
- Perform your role in accordance with the Bernicia Way and draw to your manager's attention any unsafe working practice/conditions.
- Maintain a safe and healthy working environment, by ensuring all health and safety policies and procedures are fully implemented and consistently applied and carrying out suitable and sufficient risk assessments.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of

technology and improving the way we do things. You must therefore be committed to personal development, adapting to and welcoming change and making continuous improvements in the efficiency and effectiveness of our use of resources.

All colleagues are encouraged to not ignore work at the boundaries of their specific role, by taking “ownership” of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day to day responsibilities of the role and taking action to mitigate those risks.

Essential Skills & Experience

- City & Guilds Craft Certificate in Joinery or equivalent recognised qualification.
- Demonstrable experience inspecting, maintaining and repairing fire doors within residential or commercial properties.
- Fire Door Inspection Scheme (FDIS), BM TRADA, FIRAS or equivalent fire door qualification, or willingness to work towards obtaining relevant qualifications.
- Practical experience undertaking joinery repairs, installation and maintenance works to fire doors, frames and associated components.
- Sound knowledge of fire door construction, performance requirements and compliance standards.
- Experience recording inspection findings and managing compliance records using digital systems.
- Ability to identify fire safety risks and defects and prioritise actions appropriately.
- Good understanding of building construction methods, materials and maintenance practices.
- Strong customer service and communication skills.
- Ability to work independently and manage competing workloads effectively.
- Good IT skills and experience using handheld devices and compliance management software.
- Working knowledge of:
 - Regulatory Reform (Fire Safety) Order 2005
 - Fire Safety (England) Regulations
 - Fire door inspection and maintenance standards
 - Passive fire protection principles
 - Health and Safety legislation relevant to construction and maintenance activities
- Full UK Driving Licence
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Desirable Skills & Experience

- FDIS Certified Inspector accreditation.
- ProQual Level 2 or Level 3 Fire Door Inspection and Maintenance qualifications.
- Experience working within social housing or a regulated environment.
- Experience undertaking compartmentation inspections or passive fire protection surveys.
- Asbestos Awareness certification.
- Manual Handling training.
- Health and Safety qualification relevant to construction or maintenance activities.
- Experience using specialist fire safety compliance systems.

- Demonstrable commitment to continuing professional development.
- Experience supporting audits, inspections and compliance assurance activities.

Values	
Value	Expectation
Customer Focused	We understand our customers and champion customer focus.
Trusted	We uphold the highest standards of integrity in all our actions, we are personally accountable and deliver what we say we will do.
Respect for People	We respect our tenants and customers and recognise them as individuals. We value our colleagues, encourage their development and reward their performance.
Leadership	We provide strong and transparent leadership, supported by clear decision-making which is evidence-based and outcomes-focused.
Collaborative	We collaborate to help meet the needs of tenants and customers, partners and the wider North East.

