

Role Profile

Job Title	Carpenter – Fire Doors		
Reporting into	Property Delivery Team Manager		
Directorate	M&E - Compliance	Working Style	Mobile (IMS Only)
Responsible for	N/A		
Level of Work	Level 1 - Team Member		

Summary of Role:

As a Fire Door Carpenter within our Fire Risk Components team, your day to day tasks will consist of providing a high-quality inspection, repair and fire door installation service at multiple sites to ensure a high level of fire safety to our customers across a geographical area in line with LiveWest business objectives.

Key Areas of Responsibility:

- Undertake all work to the highest standard possible in line with current best practice and our guidelines, while complying with Fire Safety Regulations. This includes delivery of the service to the highest standards of customer care and acting as an ambassador for the company while in customers' homes.
- Carry out full inspections of fire doors and add accurate information to our third-party inspection programme.
- Ensure accurate completion of composite door order form to aid a first-time installation ethos.
- Manufacture fire doors from door blanks provided.
- Install new fire doors made from door blanks including all hardware and decoration.
- Where required upgrade or repair fire doors after identified from inspections.
- Install new composite door sets identified from inspections.
- Deliver high-level services, working towards first-time fix.
- Ensure compliance at all times, work safely and adhere to LiveWest health and safety policies and procedures
- Participation in our Out of Hours service, always ensuring the safety of our customers.
- Drive responsibly and adhere to LiveWest Fleet policies and procedure
- As you will be remote working, regular attendance at team meetings.

Skills, Knowledge and Experience:

Skills, knowledge, and experience are required for a Level 1 - Team Member role, along with the below role specific requirements:

- Experience in fitting fire doors and fire door sets to include upgrades/repairs.
- Competent in using and updating a handheld smart phone or Tablet PC and associated apps.
- Good general multi-skilled trade abilities.
- Experience of working in customers' homes. (D)











Professional/Vocational/Academic Qualifications:

- You will have a recognised Apprenticeship or core trade in **Carpentry** achieved by a formal qualification or qualified by extensive experience.
- Successful completion of Fire Door Inspection and Installation training or be willing to work towards this within the first 6 months of employment.
- Hold a valid, UK driving licence.

Safeguarding and Lone Working:

- Predominantly working in a team of 2 when installing fire doors but will be lone working whilst carrying out fire door inspections or repairs.
- Carry solo protect device at all times when lone working.
- Basic DBS check.

Values and Behaviours to be demonstrated in this role:

We are customer focused	We challenge convention	We deliver together
 <p>We are committed to safety <i>We operate safely, and are committed to ensuring the safety and wellbeing of others</i></p>	 <p>We keep learning <i>We know the business, are commercially astute and an SME in our field</i></p>	 <p>We manage ourselves <i>We take accountability for our own performance and actions</i></p>
 <p>We listen and take account of customer views <i>We put the customer at the heart of what we do</i></p>	 <p>We do the right thing <i>Operates fairly and respectfully, expects the same from others, and focusses on the right stuff</i></p>	 <p>We collaborate with others <i>Works effectively with others to achieve goals</i></p>
 <p>We get things done <i>We have personal drive and deliver to a high standard, on time</i></p>	 <p>We innovate and improve <i>We constantly seek to improve the way we do things</i></p>	 <p>We lead and inspire <i>We get the best out of others by providing strong and flexible leadership</i></p>
 <p>We communicate effectively <i>We ensure effective flow of information and ideas</i></p>		

The above criteria are considered essential unless indicated as desirable (D)

Please refer to the levels of work framework for the generic responsibilities, experience, skills and qualifications required for all roles at this level.

This list is not exhaustive and you will be expected to perform different tasks as necessitated by your changing role within the organisation and overall business objectives and values of LiveWest.

You are expected to work within the guidance set out in LiveWest's policies and that you comply with the confidential nature of some processes in line with the General Data Protection Regulations 2018. Confidentiality can only be maintained when someone is not at risk. Any child protection or vulnerable adult concerns should be reported to the line manager immediately.