

Role Profile

This section provides key information relating to the role

Job Title:	Building Safety Manager		
Post No:	RP0041	Grade:	Scale L
Team:	Housing Repairs & Building Safety	Location:	Campus East
Responsible to:	Service Manager (Housing Repairs and Building Safety)		
Responsible for:	Compliance Officer (Electrical & Lifts) Compliance Officer (Gas & Water) Compliance Officer (Asbestos) Compliance Officer (Fire) Compliance Coordinator x 3		

Overall job purpose:

Lead the development and delivery of Council's Building Safety and Compliance services, ensuring it meets all regulatory requirements and Service Plan objectives with an integrated strategic approach to the delivery of excellent property maintenance services.

Work closely with the Council's Health and Safety team and other stakeholders to develop and implement an effective Safety Management System (SMS) and ensure that it is applied to all relevant elements of building safety for the council's assets including responsive maintenance, voids, and planned works requirements.

Produce and deliver programmes of work for both the short and medium term in conjunction with the Asset Data Manager, Project Managers, Repairs and Voids Manager and other key staff/teams.

Manage all team functions ensuring these are delivered to a high standard with the effective engagement of all key stakeholders. Work with the council's communication team to ensure all relevant safety information is shared with residents.

Deputise for the Service Manager (Housing Repairs and Building Safety)

Key areas of focus:

1.	Ensure that that Council's housing stock is compliant in all areas in respect of legislation, good practice and health and safety.
2.	Responsible for budgeting, planning and objective setting for the service contracts and compliance in conjunction with the Head of Property Services (Housing). Manage the delivery of mechanical & electrical, asbestos, servicing and compliance contracts (including Fire Risk Assessments, water hygiene / Legionella management, door entry, lifts, fire alarms and associated works) in line with agreed programmes, targets and standards.
3.	Develop and implement a range of effective performance management measures and ensure these are produced to the agreed standard, and at the agreed intervals, to promote continuous improvement in the development of the services provided.

4.	Write and present reports and committee papers as required. Carry out briefings to teams and meetings raising the profile and understanding of the service.
5.	Develop and maintain strong links with key stakeholders, external organisations and peer groups to enhance future service delivery.
6.	Develop close working relationships with contractors, key personnel and use partnering principles to identify and implement innovative solutions and improvements via collaborative working.
7.	Ensure the management and monitoring of performance within the service area, ensuring that all standards are met and improved upon with the aim of placing the organisation in the upper quartile of key performance indicators and achieving high customer satisfaction.
8.	Maintain robust QA processes to demonstrate competency and compliance with all internal audit requirements and recommendations.
9.	Ensure the Council's databases and housing management systems are kept up to date with all relevant information. To include LGSR, service intervals, compliance checks, legislation with respect to M & E, compliance and service contracts.
10.	Maintain and develop relevant Policies and Procedures and ensure they are effectively implemented.
11.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
12.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
13.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
- Professional / technical qualification in a relevant discipline or experience of working in a similar role. - HND Mechanical / Electrical Engineering or other technical / engineering discipline, NEBOSH.	x	x	AP AP
- Formal management qualification. - Experience of working within social housing. - Knowledge of JCT, NEC, contracts including partnering contracts and PPC TPC versions. - Previous management experience in a maintenance environment. - Knowledge of safeguarding policies and procedures.	x x x	x x	AP AP/AS/IN AP/AS/IN AP/AS/IN AP

Knowledge			
• Understanding of statutory regulations relating to engineering, construction / buildings.	x		AP/AS/IN
• Broad understanding of different forms of contract.	x		AP/AS/IN
• Conversant with Asbestos, Fire Safety and Health & Safety regulations and codes of practice.	x		AP/AS/IN
Skills and abilities			
• Good financial management skills. Able to maintain effective monitoring procedures and controls to ensure the effective use of financial resources.	x		AP/AS
• IT literate. Competent to at least Intermediate level in use of Word, Excel, Project and Outlook.	x		AP/AS
• Excellent presentational skills.	x		IN
Other attributes			
• Ability to work under pressure and meet deadlines.	x		AP/AS
• Able to set clear objectives and identify better ways of working, resource planning and managing change effectively.	x		AP/AS
• Ability to lead, motivate, performance manage and develop the team.	x		AP/IN
• A full UK driving license and access to a vehicle.	x		AP/IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.