

## JOB DESCRIPTION



<b>POST TITLE:</b>	Building Safety Manager
<b>GRADE</b>	12
<b>DIVISION / UNIT</b>	Asset Management
<b>DEPARTMENT</b>	Housing
<b>REPORTS TO:</b>	Senior Building Safety Manager

### PURPOSE OF THE JOB

The Building Safety Manager position is to take responsibility for and cooperate with the Principal Responsible Person and Responsible Person/s in relation to whole building safety by coordinating and assuring all building-related activities to ensure compliance with the requirements for the Building Safety Act 2022, Fire Safety Act 2021, and associated statutory and internal building safety management system requirements across the Council's housing stock. This position will coordinate access to quality information related to the development and maintenance of the Building Safety Case and Safety Case Reports and Building Assurance Certificates pertaining to high-rise buildings and facilitate appropriate opportunities to support stakeholder training needs.

### PRINCIPAL ACCOUNTABILITIES

1. Effectively contribute to the Housing and Modernisation strategy and associated Building Safety Service objectives providing ongoing support to colleagues through the sharing of knowledge, experience and skills associated with residential properties owned and managed by Southwark Council and deputise for fellow Building Safety Managers in fulfilling their duties as and when required.
2. Responsible for ensuring the safe management of residential buildings through an operational understanding of their construction, complexity, use, hazard profile and analysis of associated risk in line with the requirements of the BSMS (Building Safety Management System) to ensure the risk profiles are suitable and applied.
3. Responsible for ensuring the effectiveness of Safety Case Reports with all findings effectively recorded, monitored, and communicated to stakeholders in line with the requirements of the BSMS to ensure the preservation and availability of the 'Building Safety Case' information (and Golden Thread).

4. Responsible for maintaining as current all Safety Case Reports related to their assigned buildings in collaboration with relevant stakeholders, such as Tenant Management Organisations, Tenant Residents Associations, etc. ensuring they are fully engaged in the process.
5. Responsible for the effective deliver of the resident engagement strategy, that it is communicated and understood by residents, and is effectively applied in collaboration with the London Fire Brigade and other regulatory, and professional agencies through locally focused engagement campaigns and initiatives.
6. Responsible for responding promptly and effectively in line with the requirements of the BSMS to concerns relating to Building Safety raised by residents ensuring they are recorded, formally investigated and recommended improvements implemented within required timeframes.
7. Responsible for the planning and delivering of training, coaching and professional advice to assist all stakeholders in their understanding of risk assessment and advanced risk analysis, proportionate to the hazards associated with the effective management of the 'Building Safety Case' information (and Golden Thread) and safe occupation of residential buildings.
8. Act as a point of contact for the London Fire Brigade and other regulatory, and professional agencies and support internal teams, in their scenarios-based exercises related to managing the response to an unplanned or crisis event that test lines of communication and organisational support in line with emergency response and business continuity plans.
9. Responsible for performance monitoring of applied controls in respect of structural, fire safety and life safety systems ensuring that building safety information is current, available and in the required format to the London Fire Brigade and other regulatory, and professional agencies.
10. Responsible for providing a frequent and visible presence within allocated buildings to offer professional, informed advice and support to residents, authorities, and other stakeholders on whole building safety ensuring responsibilities, decisions, and actions that individuals should take are understood.
11. Responsible for establishing and maintaining positive relationships with internal delivery teams and collaborate with them to ensure that planned, preventive maintenance, repairs and major works projects are carried out in accordance with the agreed specifications, ensuring that the activities they undertake are communicated and understood by residents, appropriately assessed, coordinated, and completed to the required standards.
12. Actively contribute to or when required act as Chairperson for meetings ensuring that they run smoothly, efficiently, and achieve their goal/s positively contributing to the aims and objectives of the wider Building Safety Service supporting and covering other roles as/if required by the Head of Building Safety.

## JOB CONTEXT

The Building Safety Programme will allow the Council to respond to the Fire Safety Act 2021 and the Building Safety Act 2022, whilst also helping us to meet our Duty of Care towards residents. The programme has an agreed governance structure, with a Partnership Board, Operational Group and Strategy Board. The programme is comprised of 12 work streams: Governance; Finance; Council Stock – Surveying and Remediation; New Builds; Private Sector – Surveying and Remediation; Private Sector Enforcement; Building Control and Planning; Homeownership; Resident Participation

Asset Management is a division with Housing and Modernisation, it includes Corporate Facilities Management, Investment, Programmes, Repairs, and Engineering. For the Building Safety Programme, Asset Management is responsible for the following work streams: Council Stock – Surveying and Remediation and Private Sector – Surveying and Remediation.

Southwark Council have appointed Hakeem Osinaike, Strategic Director of Housing, as the Principal Responsible Person under its obligations of the Building Safety Act 2022. Simon Holmes, Head of Engineering and Compliance, has been appointed the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005. To support these appointments, the Building Safety Manager position reports to the Senior Building Safety Manager within the Building Safety Service.

### Grade/Conditions of Service

The employment is subject to a probationary period of twenty-six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

## PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

<b>Knowledge, including educational qualifications:</b>	<b>How assessed (S/ I/ T)</b>
Working knowledge of the relevant Building Safety Legislation (Building Safety Act, Fire Safety Act, Duty of Care)	I

Working knowledge relating to managing the delivery of building safety compliance or the built environment.	I
Relevant Asset Management, Construction and/or Fire Safety qualifications (Degree or diploma in construction or fire safety) or equivalent	S/I
Current professional membership e.g., RICS, IFE, IFSM, IOSH, IIRSM, CQI, etc. or currently working towards attaining.	S/I

<b>Experience:</b>	<b>How assessed (S/ I/ T)</b>
Ability to develop new/existing processes to meet changes in operational requirements.	S/I
Demonstrable experience to positively engage and influence others with an ability to problem solve and achieve.	S/I
A team player who can work across different teams in a proactive positive way to deliver projects and service improvements.	I

<b>Aptitudes, Skills &amp; Competencies:</b>	<b>How assessed (S/ I/ T)</b>
Able to write clearly and effectively with strong interpersonal skills	I
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Has a friendly, flexible, and proactive approach	I

### Special Conditions of Recruitment:

- Comply with and promote the Council's Equality, Diversity & Inclusion policy
- Must be able to travel to sites as required.
- Physically able to access all areas e.g., climb stairs, access restricted spaces/service
- areas, use ladders to inspect roof/void spaces, etc.

**Southwark Council values:** Treating residents as if they were a valued member of your own family | Being open, honest and accountable | Spending money as if it was your own | Working for everyone to realise their own potential | Making Southwark a place to be proud of | Always work to make Southwark more equal and just | Stand against all forms of discrimination and racism.

Comply with lone worker device and use policy.

Must be able to respond to work requirements through flexible working.

Comply with the Council's stated working arrangements policy.

**Note:** This role will require attendance to meetings with residents, in person, and outside of normal office hours

**Key:**

- E Essential
- S Shortlisting criteria
- I Evaluated at interview
- T Subject to test