

JOB DESCRIPTION



POST TITLE: Senior Building Safety Manager

GRADE: 14

DIVISION / UNIT: Asset Management

DEPARTMENT: Housing

REPORTS TO: Head of Building Safety

PURPOSE OF THE JOB

The Senior Building Safety Manager position is to take responsibility for and cooperate with the 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 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 with line management and budget responsibility for the effective leadership, planning and performance management of direct reports and supporting fellow Senior Building Safety Managers when required.
2. Responsibly for prioritising ongoing reassurance that accurate data and information pertaining to whole building safety and statutory compliance associated with residential properties owned and managed by Southwark Council is current, reporting violations to the Head of Building Safety.
3. Accountable for the planning, directing, organising, coaching and monitoring of direct reports ensuring they continue to work productivity, efficiency, consistently and collaboratively delivering against their assigned goals and objectives.
4. Accountable for the development, review and submission to the regulator of the and its on-going maintenance thereafter related to residential properties owned and managed by the council in line with the requirements of the BSMS (Building Safety Management System) Framework ensuring that Building Safety Managers actively contribute to its preservation thereafter.

5. Accountable for the effective procurement, planning and delivering of training, coaching and professional services to assist all stakeholders in their understanding of risk and advanced risk analysis, proportionate to the hazards information (Golden Thread) and safe occupation of residential buildings.
6. Accountable for establishing and maintaining positive relationships with internal delivery teams, the Building Safety Regulator, London Fire Brigade and other regulatory, and professional agencies and make available current building information as and when required by these stakeholders in the required format.
7. Accountable for the effective implementation of the resident engagement strategy, monitoring and performance of its effectiveness in supporting residents understanding of whole building safety in relation to their homes.
8. Actively assist the Building Safety Regulator, London Fire Brigade and other regulatory, and professional agencies during site visits, information requests, audit or investigation.
9. Responsible for the effective application and joint budgetary spend to ensure value for money and appropriateness for the required product/services being procured in line with established procedures.
10. Accountable for the effective response and treatment of building safety related concerns raised by residents ensuring they are recorded, formally investigated, reported to the regulator as required, and that recommended improvements are implemented within required timeframes.
11. Support and effectively use the modern data platforms, tools and systems available to the Building Safety Service so they are able to contribute to the production of reports, statistics and information.
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; Stakeholder Engagement; Recruitment, Training and Skills; and Data Systems

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 Senior Building Safety Manager position reports to the Head of Building Safety.

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 employed.

PERSON SPECIFICATION

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

| Knowledge, including educational qualifications: | How assessed (S/ I/ T) |
|---|-----------------------------------|
| Demonstrable knowledge of the relevant Building Safety Legislation (Building Safety Bill, Fire Safety Act, Duty of Care) and the actions the Council needs to take to meet the relevant requirements. | I |
| Professional qualification e.g., CIBSE, RICS, CIOB, IFE, or equivalent, educated to Degree level, or can demonstrate equivalent relevant experience or currently working towards attaining, Formal safety qualification (e.g minimum level 4 Diploma or equivalent) | S, I |
| Professional membership with an industry recognised building safety related organisation, or currently working towards attaining. | S, I |

| | |
|---|---|
| Ability to negotiate and communicate effectively at all levels and with the interpersonal skills necessary to gain and sustain the confidence of residents. | I |
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| Experience: | How assessed (S/ I/ T) |
|---|-------------------------------|
| Demonstrable experience in the application of strategic thinking and foresight in positions requiring subject matter expert and decision-making skills. | S, I |
| Demonstrable experience of asset management and housing services and their combined role in ensuring whole building safety | S, I |
| Demonstrable experience to positively engage and influence others with an ability to problem solve and achieve. | I |
| A team leader who can work across different teams in a proactive positive way to deliver projects and service improvements. | I |

| Aptitudes, Skills & Competencies: | How assessed (S/ I/ T) |
|--|-------------------------------|
| Able to write clearly and positively to support communication and engagement programmes, initiatives, and reports. | I |
| Able to make decisions which impact the success of assigned projects i.e., results, deadlines, and budget. | I |
| Able to analyse, design, plan, execute and evaluate work to time, cost and quality targets. | I |

Special Conditions of Recruitment:

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.

- 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.
- Comply with lone worker device and use policy.
- Must be able to respond to work requirements through flexible working.

Key:

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